

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

April 30, 2024 AT 6:00 P.M.

THIS WILL BE A HYBRID IN-PERSON/ELECTRONIC MEETING via ZOOM

Members of the Public must register with the Ryerson Township Clerk's Office prior to the meeting for meeting access and availability of limited in-person seating.

Members of the Public are not permitted in a Closed meeting.

To Members of the Public: If you have trouble with your connection during the meeting, you may notify the Host by e-mail at: treasurer@ryersontownship.ca

Meeting will be recorded.

The Municipal Council of the Township of Ryerson recognizes that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario, and show respect to the neighbouring indigenous communities.

Note: (R) denotes resolution

1. CALL TO ORDER:

1.1 Attendance

1.2 Announcement: This meeting is being recorded

2. ADOPTION OF MINUTES:

2.1 Adoption of minutes from the regular meeting April 9, 2024. (R)

3. DECLARATION OF PECUNIARY INTEREST:

4. TENDERS/QUOTES/REQUESTS FOR PROPOSALS (RFP):

4.1 Double Surface Treatment (R)

5. REPORTS:

5.1 **CAO/TREASURER:** Revised Draft Budget, Fire Budget Amendment Request (R), Support for Fire Hall Grant Application(R).

5.2 **CLERK:** Delegation of Powers and Duties Policy **(R)**, Trailer Licensing By-law **(R)**, Trailer Park By-law **(R)**, Property Standards By-law **(R)**, Yard Sale Poster, Watershed Management Update. Amendment to the Schedule “A” of Fees By-law. **(R)**

PUBLIC WORKS:

5.3. April Roads Report.

COUNCIL MEMBERS:

5.4. Councillor Abbott – Library Board Report. **(R)**

6. COMMUNICATION ITEMS:

6.1. Municipality of St. Charles Resolution: Municipalities Retaining Surplus from Tax Sales. **(R)**

6.2. Town of Goderich Resolution: Recommended Phase-out of Free Testing. **(R)**

6.3. Township of Horton: Social Economic Prosperity Review. **(R)**

6.4. Public Health Sudbury & District: Household Food Insecurity. **(R)**

6.5. District of Parry Sound Municipal Association Meeting Registration. **(R)**

6.6. Association of Municipalities of Ontario Councillor Training. **(R)**

6.7. General Information:

- Historical Society Meeting Minutes for April
- Almaguin Community Economic Development, Director of Economic Development (ACED-DoED) Report
- Almaguin Community Economic Development (ACED) Minutes
- District of Parry Sound Municipal Association (DPSMA): May 17, 2024, Spring Meeting.
- District of Parry Sound Municipal Association (DPSMA): Meeting Agenda.
- District of Parry Sound Social Services Administration Board (DSSAB): CAO- April Report.
- Joint Building Committee: April 18, 2024, Meeting Minutes

7. CONFIRMING BY-LAW:

7.1 To confirm the meetings of Council **(R)**

8. IMPORTANT DATES:

- May 14, 2024, Special Meeting JBC 5:30 p.m.
- May 14, 2024, Regular Council Meeting 6:00 p.m.
- May 25, 2024, Hazmat Day
- May 27, 2024, Tri-Council Meeting 7:00 p.m.

9. ADJOURNMENT: **(R)**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: April 30, 2024 AT 6:00 P.M.

Item # 2.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the regular meeting on April 9, 2024 be adopted as circulated.

Item # 4.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council accept Tender 2024-03 for Double Surface Treatment on Peggs Mountain Rd from Madill Rd Southerly to James Camp Rd (1.7km) James Camp Rd Westerly approximately 600 meters with the tender from

_____ in the amount of _____ plus HST for a total of \$_____.

Item # 5.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council approve the amendment to the 2024 Fire Budget as proposed, reallocating the surplus generated from the Fire Chief Shared Services Agreement towards the purchase of a new SUV for the department;

And that this resolution be sent to the Councils of the Township of Armour and the Village of Burks Falls for approval.

Item # 5.1 on Agenda Moved by Councillor Robertson, Seconded by Councillor Miller

Be it resolved that the Ryerson Township Council support the Treasurer in submitting a grant application for the new Fire Hall.

Item # 5.2. on Agenda Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to introduce a Delegation of Power and Duties Policy and further; that By-Law # ___- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024

Item # 5.2. on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to Licence Trailers in the township and further; That By-Law # ___- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

Item # 5.2. on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law Licensing, Regulating and Governing Trailer Parks within the township and further; that By-Law # ___- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

Item # 5.2. on Agenda Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to prescribe standards for the maintenance and occupancy of buildings and property in the township and further; that By-Law # ___- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April, 2024.

Item # 5.2. on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law amending Schedule "A" to provide for administrative fees charged by the Township of Ryerson and further; That By-Law # ___-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

Item # 5.4 on Agenda Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council approves our share of the \$50,000 needed to bring the new library project to tender. Ryerson Townships share being \$12,500.

Item # 6.1 on Agenda Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council support Resolution 2023-151 passed by the Council of the Municipality of St. Charles regarding municipalities retaining surplus from tax sales.

And furthermore, that a copy of this resolution be circulated to the Ministry of Municipal Affairs and Housing (MMAH); Ministry of Finance (MOF); the Ontario Municipal Tax and Revenue Association (OMTRA); the Association of Municipalities of Ontario (AMO) and the local Members of Provincial Parliament (MPP).

Item # 6.2 on Agenda Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council support The Town of Goderich's letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

Item # 6.3 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that the Ryerson Township Council support the Township of Horton's request to the Province of Ontario to commit to an undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

And Further That a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, John Yakabuski.

Item # 6.4 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council Support Resolution 06-24 passed by the Public Health Sudbury & District regarding household food insecurity;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO) and our local Member of Provincial Parliament (MPP).

Item # 6.5 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council authorize:

to attend the District of Parry Sound Municipal Association (DPSMA) Spring Meeting on Friday, May 17, 2024.

Item # 6.6. on Agenda Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that the Township of Ryerson Council authorize:

_____ to attend the Association of Municipalities of Ontario (AMO) Councillor Training – Refresh and Refine on May 14, 2024

Item # 7.1 on Agenda Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to confirm the meetings of Council and further; That By-Law # ___-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 30th day of April 2024.

Item # 9 on Agenda Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _____. The next regular meeting May 14, 2024 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

April 9, 2024 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **April 9, 2024** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

1. CALL TO ORDER

Mayor George Sterling called the meeting to order at 6:00 p.m.

Attendance was announced, and it was noted that the meeting is being recorded.

Council members attending in person or electronically: Mayor Sterling, Councillors: Abbott, Miller, Patterson, and Robertson.

Staff in attendance: Brayden Robinson, Nancy Field, Joe Readman, Jason Newman, and Bryan Austin.

Public attending in person or electronically: Judy Ransome, Nieves Guijarro, Paul Van Dam, and Josh Lilley.

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R-59-24 Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that the minutes from the Special Tri-council meeting on March 25, 2024, and the minutes from the regular meeting on March 26, 2024, be adopted as circulated.

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. DELEGATION: None registered

5. TENDERS

R-60-24 Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council accept Tender 2024-01 to Supply & Apply Crushed Granite approximately 11,950 tonnes of 7/8 inch, applied to approximately 9.5 km. on Starratt and Royston Rd., and 1,000 tonnes delivered to stockpile at the Ryerson Township yard, located at 28 Midlothian Road, from Weeks Construction in the amount of \$242,162.00 plus HST for a total of \$263,190.56.

(Carried)

R-61-24 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council accept Tender 2024-04 for Roadside Mowing for approximately 116 kms of roads, both sides of the roads as outlined on the map included, with the tender from Derrick Johnstone Construction in the amount of \$4,466.00 plus HST for a total of \$5,046.58.

(Carried)

R-62-24 Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council accept Tender 2024-05 for Groundskeeping services, from Claridge Maintenance in the amount of \$8,500.00 plus HST for a total of \$9,605.00.

(Carried)

6. REPORTS:

FIRE CHIEF: Joe Readman, Fire Chief introduced himself to Council.

PUBLIC WORKS: Public Works Supervisor provided council with a roads update for March. No questions were asked.

CAO/TREASURER: Provided council with the proposed signing officers. Resolution noted below.

R-63-24 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 21-24, being a By-law to appoint signing officers in the township and further; That By-Law # 21- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9th day of April 2024.

(Carried)

CLERK: Provided Council with the draft Trailer Licencing By-law, Trailer Park By-law & the Property Standard By-law. By-Law Enforcement Officers Jason Newman & Bryan Austin were there to answers questions that Council had regarding the By-laws.

Nancy provided Council with the updated meeting schedule and included the Yard Sale.

(Carried)

COUNCIL REPORTS: None noted.

7. BUSINESS ARISING/ACTIVITY LOG:

R-64-24 Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council approves our share of the \$50,000. needed to bring the new library project to tender. Ryerson Townships share being \$8,411.25.

(Carried)

8. COMMUNICATION ITEMS

R-65-24 Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council support Resolution CC2023-303 passed by the Council of the City of Greater Sudbury on December 5, 2023, regarding the Amendment of the Occupational Health and Safety Act to Clarify the Definition of "Employer", including that the definition of "employer" excludes owners that have contracted with a constructor for a project; And furthermore, that a copy of this resolution and a copy of the City of Greater Sudbury's resolution be circulated to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, the Association of Municipalities of Ontario, and all Ontario Municipalities.”

(Carried)

General Information Items Received:

- Council received the Historical Society's March 2024 Minutes.
- Council received the JBC permit summary.
- Council received the ADR Chambers Integrity Commissioners annual report.

- Council received the Township of Armour's Resolution regarding ice surface removal for the Fall Fair.

9. CONFIRMING BY-LAW

R-66-24 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 22-24, being a By-law to confirm the meetings of Council and further; That By-Law # 22-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 9th day of October 2024.

(Carried)

10. ADJOURNMENT:

R-67-24 Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at 7:10pm. The next regular meeting April 30, 2024 at 6:00 p.m.

(Carried)

MAYOR

CLERK



TOWNSHIP OF RYERSON 2024 TENDER RESULTS
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2024-01 SUPPLY AND APPLY CRUSHED GRANITE

Company	Price/Unit	Total	HST	TOTAL	Notes	
Carr Aggregates	Starratt Rd.	\$19.52	\$153,232.00	\$19,920.16	\$173,152.16	
	Royston Rd.	\$19.52	\$80,032.00	\$10,404.16	\$90,436.16	
	Stockpile	\$19.52	\$19,520.00	\$2,537.60	\$22,057.60	
					\$285,645.92	
Robinson Haulage	Starratt Rd.	\$22.80	\$178,980.00	\$23,267.40	\$202,247.40	
	Royston Rd.	\$22.80	\$93,480.00	\$12,152.40	\$105,632.40	
	Stockpile	\$22.80	\$22,800.00	\$2,964.00	\$25,764.00	
					\$333,643.80	
Weeks Construction	Starratt Rd.	\$18.02	\$141,457.00	\$18,389.41	\$159,846.41	AWARDED TENDER
	Royston Rd.	\$18.15	\$74,415.00	\$9,673.95	\$84,088.95	
	Stockpile	\$17.04	\$17,040.00	\$2,215.20	\$19,255.20	
					\$263,190.56	
Fowler Construction	Starratt Rd.	\$19.22	\$150,877.00	\$19,614.01	\$170,491.01	
	Royston Rd.	\$18.05	\$74,005.00	\$9,620.65	\$83,625.65	
	Stockpile	\$17.28	\$17,280.00	\$2,246.40	\$19,526.40	
					\$273,643.06	

2024-03 Double Surface Treatment

Company	Total	HST	TOTAL	Notes
Miller Paving Limited	\$177,157.50	\$23,030.48	\$200,187.98	
Duncor Enterprises Inc	\$167,497.50	\$21,774.68	\$189,272.18	

2024-04 Roadside Mowing

Company	Total	HST	TOTAL	Notes
Calvin Johnson	\$5,000.00	\$650.00	\$5,650.00	
TMI Brushing	\$5,500.00	\$715.00	\$6,215.00	
Yard Boys	\$6,612.00	\$859.56	\$7,471.56	
Derrick Johnstone Construction	\$4,466.00	\$580.58	\$5,046.58	AWARDED TENDER

2024-05 Groundskeeping

Company	Total	HST	TOTAL	Notes
Derrick Johnstone Construction	\$69,000.00	\$8,970.00	\$77,970.00	
Punter Property Management	\$45,000.00	\$5,850.00	\$50,850.00	
Hamilton & Sons	\$25,495.00	\$3,314.35	\$28,809.35	
Neil Murdy	\$16,900.00	\$2,197.00	\$19,097.00	dq- signature pages not provided
Claridge Maintenance	\$8,500.00	\$1,105.00	\$9,605.00	AWARDED TENDER
Almaguin Groundskeeping	\$17,400.00	\$2,262.00	\$19,662.00	

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	April 30, 2024
Report Title:	Updated 2024 Draft Budget
Report Date:	April 20, 2024

Recommendation:

Received for information purposes.

Purpose/Background:

Enclosed please find an updated draft 2024 budget.

Since the first draft budget was presented, we have received tender results for the granite application, roadside mowing, groundskeeping, and double surface treatment projects. All projects have come in less than originally projected, which has in turn led to a reduction in the tax rate increase from 6.2% to 5.1%. This represents an increase in the average property tax bill of \$135.00 from 2023. The final outstanding levy figures have also been received.

There are also a few formatting changes present in this draft budget, with both operating reserve transfers and the debt repayment category being reclassified to the operating budget. This helps ensure that the calculation of net operating revenue, a key sustainability measure, remains consistent with best practices.

As a reminder, the majority of this increase is to allow the Township to begin saving for two major upcoming projects: the build projects for the new fire hall and library. These two projects represent 61% of the total increase, or a tax rate increase of approximately 3.1%, with the remainder due to an expansion of the Township's capital budget.

While significant, staff believe that this tax rate increase is necessary to continue to sustainably fund current operations, while beginning the process of saving for major capital needs that are arising in the near future.

Page 11 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
1								
2	RYERSON-ADMINISTERED SERVICES							
3	Fire Department							
4	Revenue							
5	15-321	Fire Revenue - MVC	2,930	3,364	2,700	7,950	4,700	
6	15-321-01	Fire Rev - Inspections	649	630	400	470	500	
7	15-321-02	Fire Rev - Donations	50	555	100	500	100	
8	15-321-03	Fire Rev - Miscellaneous	14,363	41,014	1,900	8,516	3,500	
9	15-321-04	Fire Rev - Air Station	-	-	-	-	-	
12	15-328	Proceeds on Sale of Capital Assets	-	-	-	-	10,000	
14	15-621 A	Fire Rev - Armour	199,585	328,674	268,999	212,756	589,905	
15	15-621 B	Fire Rev - Burk's Falls	119,317	196,490	160,815	127,191	352,660	
16	Subtotal - Fire Revenue		336,894	570,727	434,914	357,383	961,365	
17	Expenditures							
18	16-202	Fire - Vehicle Expense	19,589	29,198	22,000	16,275	28,800	
19	16-203	Fire - Equip/Comm Repair	12,802	11,280	12,850	11,358	12,800	
20	16-204	Fire - Utilities	5,002	7,325	-	-	-	
21	16-205	Fire - Phone	5,460	6,849	-	-	-	
22	16-206	Fire - FPO Supplies	3,072	3,065	4,000	3,319	5,100	
23	16-208	Fire - Outside Training	30,050	35,414	14,000	8,902	13,400	
24	16-209	Fire - WSIB	7,765	6,869	7,500	6,479	9,400	
25	16-210	Fire - Response Wages	46,177	41,857	99,500	82,088	95,000	
26	16-211	Wages & Empl Related Costs	174,928	183,458	190,800	195,353	217,900	
27	16-211 3	Accrued Sick Leave	1,586	1,756	-	412	-	
28	16-212	Fire - Insurance	24,003	30,084	31,500	33,788	36,400	
29	16-212-1	Fire Loan Interest	6,076	5,318	4,537	4,537	3,733	
30	79-117	Fire Loan Principal	24,992	25,740	26,510	26,510	27,303	
31	16-213	Fire - Bldg Repair/Maintenance	8,640	2,621	6,800	2,576	4,000	
32	16-214	Fire - Office Expense	3,178	4,358	17,500	17,378	18,600	
33	16-215	Fire - Air Stn Fill/Maintenance	861	1,350	1,000	765	1,000	
34	16-216	Fire- PPE	1,499	5,237	500	465	-	
35	16-217	Fire - New Equipment/Gear	48,610	42,791	34,400	22,178	43,500	
36	16-218	Fire - Miscellaneous	840	3,474	1,000	811	1,000	
37	16-219	Snow Removal	1,599	1,803	2,100	1,931	2,100	

Page 12 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
1								
38	16-221	Capital Purchase	-	273,286	78,700	8,805	719,400	
39	16-222	Fire - Recharge Fire Extinguishers	614	359	500	379	500	
40	16-223	Fire - Radio Licence	1,514	1,565	1,650	1,672	1,750	
41	16-224	Fire - Answering Service	1,261	1,286	1,300	1,286	1,350	
42	16-225	Fire - Legal	-	-	1,000	6,594	1,000	
43	16-226	Office Space Rental	3,242	3,242	3,242	3,242	3,242	
46	16-229	Fire - Audit & Accounting	2,554	3,911	4,000	4,818	4,100	
47	16-247	Smoke/CO Alarms	26	449	-	-	-	
48	16-248	Defib. / Medical Supplies	829	403	500	651	500	
51	79-107	To Be Recovered - Fire Sick Leave	(1,586)	(1,756)	-	(412)	-	
52	Subtotal - Fire Expenditures		435,184	732,591	567,389	462,160	1,251,878	
53	Net Fire Cost to Ryerson		98,291	161,864	132,475	104,777	290,513	Per approved 2024 budget
54								
55	Regional Fire Training							
56	15-630	RTO Rev Armour	7,980	7,980	7,980	7,980	8,220	
57	15-631	RTO Rev Burk's Falls	4,771	4,771	4,771	4,771	4,914	
58	15-632	RTO Rev Kearney	16,682	16,682	16,682	16,682	17,182	
59	15-633	RTO Rev Magnetawan	16,682	16,682	16,682	16,682	17,182	
60	15-634	RTO Rev Perry	16,682	16,682	16,682	16,682	17,182	
61	15-635	RTO Rev McM/Monteith	16,682	16,682	16,682	16,682	17,182	
62	Subtotal - RFC Revenue		79,478	79,478	79,478	79,478	81,862	
63	RFC Expenditures							
64	16-285	Regional Training Officer - Materials	83,408	83,408	83,408	83,408	85,908	
65	Net RTO Cost to Ryerson		3,930	3,930	3,930	3,930	4,046	Per approved 2024 budget
66								
92	Net Expenditures - Ryerson-administered Joint Services		102,221	165,794	136,405	108,707	294,559	
93	OPERATIONS							
94	14-110	General Levy	2,143,399	2,219,664	2,307,690	2,368,669	2,499,531	5.08%
95	14-210	General Tax - Educ - English - Public	282,368	285,322	282,554	290,354	289,361	
96	14-310	General Tax - Educ - English - Separate	8,655	8,223	9,287	9,287	8,836	
97	14-410	General Tax - Educ - French - Public	568	387	321	321	374	
98	14-510	General Tax - Educ - French - Separate	1,435	961	709	709	841	
99	15-230	Payment in Lieu of Taxes - Provincial	1,706	1,745	1,821	1,821		

Page 13 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
100	18-911	Transfer to School Bd - English Public	(282,368)	(285,322)	(282,554)	(290,354)	(289,361)	
101	18-912	Transfer to School Bd - English Separate	(8,655)	(8,223)	(9,287)	(9,287)	(8,836)	
102	18-913	Transfer to School Bd - French Public	(568)	(387)	(321)	(321)	(374)	
103	18-914	Transfer to School Bd - French Separate	(1,435)	(961)	(709)	(709)	(841)	
104	Net Taxation		2,145,105	2,221,409	2,309,511	2,370,489	2,499,531	
105								
106	15-310	General Government - Misc. Rev	5,765	9,699	50	45	50	Admin fee for livestock, by-law infractions
107	15-371	Tax Sales Admin Fee	3,000	5,800	3,200	2,600	3,100	
108	15-381	Planning Zoning Severances	8,700	14,650	8,300	3,750	8,100	3-year average
109	15-402	Misc Government Grants	48,733	30,346	12,400	8,286	5,000	accessibility grant
110	15-502	Prov Grant Wildlife Compensation	-	-	800	-	800	=Expense account 16-256
111	15-503	Prov. Aggregate Resources Rev	11,671	7,058	10,100	9,329	9,300	3-year average
113	15-510	Provincial Government - OMPF	345,500	350,600	348,600	348,600	344,800	Per notification
114	15-511	Provincial Offences	2,957	2,501	1,900	2,414	2,600	3-year average
115	15-512	Prisoner Transportation Credit	794	723	541	535	521	Per notification
116	15-513	Policing Detachment Revenue	492	222	300	1,246	500	Per notification
117	15-531	Road Revenue - Misc (Operating Rev)	600	5,004	600	592	600	3-year avg entrance permits- 2022 incl culvert sales
120	15-623	Rockwynn Docks	-	-	250	-	250	Ryerson maintaining for 2023-2024
121	15-720	Licenses & Permits	23,829	22,770	22,800	23,125	23,200	3-year average
123	15-750	Current Penalties & Interest	30,944	36,511	34,500	39,151	41,700	Assuming 17.2% of tax arrears collected in penalties and interest (2021-2023 average)
124	15-760	Investment Income	33,250	79,284	54,500	152,882	84,000	
125	15-770	Sales, Photocopies, etc.	146	360	100	223	200	Landfill cards, records search, other misc charges
126	15-771	Township Book	76	267	100	352	100	
127	15-773	Cemetery Revenue	253	558	850	1,657	900	Interest on trust account
129	15-775	Transfer From Parkland	9,471	10,440	28,950	22,312	36,650	Re: cost of arena capital repairs in 16-734
130	15-790	Transfer from Election Reserve	-	7,401	-	-	-	
132	15-790	Transfer from Reserve - Cemetery	500	500	500	500	500	\$500.00 to cover maintenance costs.
133	15-790	Transfer from Reserve - Roads	1,850	-	2,200	2,200	-	
134	15-791	Transfer from Strongco Reserve	401	-	-	-	-	reserve depleted as of 2021
135	Subtotal Other Revenue		528,931	584,692	531,541	619,801	562,871	
136	Total Operating Revenue		2,674,036	2,806,101	2,841,052	2,990,290	3,062,402	
137								

Page 14 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
138	16-111	Council - Wages/Benefits	33,452	32,506	49,600	49,595	53,350	
139	16-112	Council - Insurance	1,388	1,388	1,388	1,388	1,388	actual allocation
140	16-114	Council - Expense	3,923	12,475	19,100	13,860	8,300	training, conference fees, courses
141	16-121	Gen Govt Wages/Benefits	373,501	435,167	395,300	371,453	335,400	
142	16-122	Gen Govt - Insurance	20,075	18,906	21,614	21,614	25,911	actual allocation
143	16-123	CGIS/Blue Sky	7,396	7,582	8,100	8,030	8,300	Current fee plus anticipated Q4 CPI increase
144	16-124	Gen Govt - Materials	30,414	44,943	41,900	38,235	40,300	staff training, office supplies, other misc
145	16-125	Gen Govt - Cont Serv	2,388	3,531	4,000	5,128	5,900	cleaning, mat rentals, garbage pickup
146	16-126	Health & Safety	3,013	363	500	258	-	
147	16-127	Accessibility	-	1,211	5,100	327	5,000	balance of accessibility grant
148	16-132	Memorial Donations	300	102	750	416	500	
149	16-128	Donations	2,998	3,833	5,250	3,331	5,500	
151	16-130	HR Services	15,586	36,080	10,000	1,494	5,000	miscellaneous HR support
152	16-131	Audit, Accounting & Clerk Assistance	14,623	17,107	19,200	23,434	23,700	Audit fees \$21,300; accounting fees \$2,000 + HST
153	16-133	Election Expense	154	12,899	200	144	200	Joint audit compliance committee
154	16-134	Transfer to Election Reserve	2,400	-	3,500	3,500	3,500	
155	16-135	Legal	26,517	12,922	20,000	3,311	17,500	\$7,500 for general legal advice plus \$2,000 per member of council for integrity commissioner
156	16-136	Tax W/O and Adjustments	12,967	5,681	-	24,962	-	
157	16-138	Assessment Services	29,488	29,223	28,999	28,999	29,572	Per levy notification.
158	16-139 A	Building Maintenance	3,983	3,461	4,000	1,450	4,000	Misc building repair, not capitalized
159	16-142	Information Technology	-	-	5,500	3,938	5,100	
161	16-150	Ontario Aggregate Resources Fee	2,420	1,727	2,100	908	1,350	Royalty on own-source aggregates
162	16-156	Bank Errors & Charges	1,567	1,458	1,600	1,565	1,600	AFT charges, maintenance fees, NSF cheque fees
163	79-102	To Be Recovered Employee Benefits	(4,115)	(2,036)	-	9,419	-	
164	Subtotal - General Government Operating Expenditures		584,440	680,528	647,701	616,758	581,371	
165								
166	16-231	By-Law Enforcement Officer - Wages	7,934	11,988	12,200	12,738	19,400	
167	16-234	By-Law Enforcement - Materials	1,182	1,681	2,500	1,663	2,500	mileage and supplies
168	16-245	MNR Crown Land Protection	4,457	4,619	4,814	-	4,978	Per levy notification
169	16-246	Transfer to Fire Reserve	-	-	-	-	53,250	Phase-in of loan payment on new fire hall (\$53,250)
170	16-249	Policing	167,640	160,836	161,616	161,616	160,794	Per levy notification
173	16-254	Animal Control - Materials	328	438	430	426	500	Incl dog tags (230), East Parry Sound vet annual fee (250)

Page 15 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
174	16-255	Animal Control - Contracted Services	1,542	1,622	1,720	1,720	2,550	Contract with Ontario SPCA.
175	16-256	Prov Wildlife Predation	-	-	800	-	800	= revenue account 15-502.
176	16-258	Transfer to JBC Reserve	6,145	4,236	4,800	4,800	7,488	
177	16-262	CodeRED Alert system	743	765	800	799	912	shared 50/50 with Burks Falls
180	16-265	Emergency Measures - Contract Service	-	-	500	281	500	Wages and training for CEMC
181	16-266	911 - Civic Addressing	2,032	1,563	1,800	1,185	1,600	CERB contract, 911 signs
183	Subtotal other Protection Operating Expenditures		192,004	187,748	191,980	185,228	255,272	
184								
185	16-451	Hazardous Waste Expense	4,726	3,892	3,800	3,756	3,550	ARI fees per draft budget + HWIN levy
186	16-460	Landfill/Recycling	81,526	94,239	125,800	121,763	137,100	Per 2024 budget, includes estimate of user fees
187	Subtotal Environmental Operating Expenditures		86,251	98,132	129,600	125,519	140,650	
188								
189	16-511	Almaguin Highlands Health Centre	3,800	3,753	15,123	16,298	5,000	
190	16-518	Health Unit	19,756	20,405	20,687	20,687	21,308	Per levy notification.
191	16-520	Land Ambulance	56,707	59,874	63,008	63,008	65,913	Per levy notification.
193	16-554	Cemeteries - Materials	4,459	11,102	1,500	1,066	1,500	
194	16-555	Cemeteries - Contracted Services	5,821	5,821	5,821	5,821	5,190	Contract to be renewed
195	Subtotal Health Services Operating Expenditures		90,543	100,954	106,139	106,881	98,911	
196								
197	16-618	Social and Family Services	81,439	82,023	84,941	84,941	88,852	Per levy notification.
198	16-628	Eastholme - Operating	65,669	63,914	66,254	66,254	68,170	Per levy notification.
199	Subtotal Social&Family Services Operating Expenditures		147,108	145,937	151,195	151,195	157,022	
200								
202	16-714	Recreation - Parks - Materials	108	356	1,000	955	4,200	includes insurance allocation
203	16-715	Recreation - Parks - Contracted Services	3,881	3,881	3,881	3,881	3,460	Contract to be renewed
204	16-716	Rockwynn Docks	184	1,250	750	-	750	2023/2024 Ryerson responsible. 50% of hydro, contingency for repairs
206	16-722	Recreation Committee Materials	-	-	5,000	-	-	
207	16-726	Recreation - Programs Materials	-	1,320	2,850	4,168	3,100	Enhanced fireworks show
209	16-734	Recreation - Arena	71,850	114,514	128,559	123,014	158,120	Per approved 2024 budget
211	16-754	Culture - Museum - Materials	2,568	5,972	4,250	3,849	3,650	Hydro, PCO, empty septic, insurance
216	16-790	Transfer to Library Reserve	-	-	2,000	2,000	26,000	
217	16-795	Library	32,112	34,740	39,911	39,911	50,072	Per approved 2024 budget; additional 8,411 re: build

Page 16 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
218	Subtotal Recreation&Cultural Services Operating		110,703	162,147	188,201	177,897	249,352	
219								
220	16-816	External Planning Support	2,040	2,566	2,500	2,992	3,000	
223	16-858	Economic Development	10,000	10,000	16,265	16,265	5,000	Fixed annual contribution
225	Subtotal Planning Operating Expenditures		12,040	12,566	18,765	19,257	8,000	
226								
266	17-002	Contra Road Wages	(444,348)	(397,191)	-	(449,111)	-	
267	17-001	Total road wages	444,348	397,191	478,300	449,111	481,000	per calculation
269	17-022	Installation of Culverts	8,883	8,136	13,650	6,216	11,800	
270	17-032	Install & Maintain Culverts Materials	-	78	2,000	968	2,000	
271	17-615	Bridge Appraisals	4,058	-	4,500	5,585	-	not required in 2024
272	17-052	Grass Mowing Materials	4,038	4,981	4,600	4,579	4,550	
273	17-062	Brushing Maintenance Materials	118	121	500	84	250	
276	17-092	Beavers Materials	1,000	2,050	2,500	3,399	3,000	
277	17-102	Debris and Litter Pickup Materials	-	19	100	-	100	
278	17-152	Hardtop Patching Materials	2,238	1,968	3,200	2,010	3,400	3 loads of cold mix
279	17-162	Sweeping Materials	1,969	2,289	2,400	1,991	2,200	
281	17-212	Grading & Scarifying Materials	3,799	1,352	4,200	5,534	2,500	set of summer blades
282	17-222	Dust Layer - Purchase	58,078	57,338	67,950	69,765	72,200	
283	17-232	Dust Layer - Application Materials	104	-	250	67	200	
284	17-242	Gravel - Contract	49,895	52,571	70,800	15,749	48,600	1,500t granite; 1,500t A
286	17-302	Snow Plowing & Removal Materials	2,923	6,292	5,500	7,015	5,500	
287	17-312	Purchase of Sand/Salt	26,952	39,379	55,700	49,695	48,600	101/T x 60T for salt
288	17-322	Sanding & Salting Materials	918	458	3,000	458	1,000	
289	17-332	Culvert Thaw Materials	20	1,096	200	-	200	
291	17-349	Winter Lighting for Vehicles Materials	248	431	500	565	750	
292	17-350	Truck and Equipment Chains	-	2,028	2,500	1,294	2,500	
294	17-382	Signs Materials	4,194	4,931	6,500	5,363	4,000	
295	17-392	Training Materials	1,110	1,295	6,800	5,386	6,400	
296	17-393	Safety Equipment / Clothing	1,236	765	2,500	1,816	2,500	
297	17-432	Overhead Materials	52,023	73,038	81,150	72,502	68,100	
298	17-433	Overhead Professional Fees	15,741	-	2,000	-	2,000	
299	17-902	Purchase New/Replace Worn Tools	1,157	4,234	4,500	4,569	4,500	

Page 17 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
302	17-462	13 Western Star Materials	14,502	12,915	14,200	23,150	13,800	realigned in 2023
304	17-472	22 Pickup Materials	1,282	2,499	3,100	3,334	5,300	front end maintenance
306	17-475	19 Ford Pickup Parts and Repair	3,692	6,804	5,900	9,112	6,200	2023 included collision repairs
308	17-482	07 Freightliner Materials	15,086	12,771	18,900	7,550	5,900	
310	17-492	22 Freightliner Materials	14,361	8,826	12,100	4,605	6,800	
314	17-504	2013 Grader Materials	19,230	46,704	23,900	20,329	34,600	10 new tires
318	17-522	2019 Backhoe/JCB Materials	605	8,624	4,400	2,095	8,800	off warranty in 2024; some DEF issues
321	17-532	2015 Excavator Materials	11,120	9,915	10,400	10,883	12,600	
322	17-542	Float Materials	408	472	2,000	513	1,000	
323	17-552	Small Equipment Materials	192	1,448	2,000	560	2,000	
325	17-562	2014 Loader Materials	3,752	3,256	5,000	2,965	5,100	
326	16-349	Fuel to be distributed	69,706	100,502	105,500	87,730	100,000	
327	Subtotal Transportation Operating Expenditures		834,509	867,026	1,033,200	884,927	979,950	
328								
329	DEBT REPAYMENT							
331	17-968	Grader/Loader Interest	2,904	2,120	1,337	1,337	556	
332	17-970	Road Construction Interest	2,090	1,692	1,294	1,294	898	
333	17-972	2021 Plow Interest	719	3,922	3,090	3,090	2,243	
336	79-113	Grader/Loader Principal	39,550	39,550	39,550	39,550	39,550	
337	79-115	Road Construction Principal	17,540	17,540	17,540	17,540	17,540	
338	79-116	2021 Plow Principal	-	51,314	52,143	52,143	52,986	
340	Total Debt Repayment		62,802	116,138	114,954	114,954	113,773	
341								
342	Ryerson Operating Expenses		2,120,401	2,371,175	2,581,735	2,382,617	2,584,301	
343	Net Ryerson Total Expenditures re Ryerson-administered Joint Services		102,221	165,794	136,405	108,707	294,559	
344	Adjustment re Shared Services capital and one-time operating expenses				68,485		195,994	
345	NET OPERATING REVENUE - FUNDING AVAILABLE FOR CAPITAL		451,414	269,132	191,397	498,966	379,536	
346								
347	CAPITAL ACTIVITIES							
348	CAPITAL REVENUE, TRANSFERS FROM RESERVES AND LOAN PROCEEDS							
349	15-792	Prior Year Surplus	619,892	671,113	343,075	343,075	136,945	

Page 18 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
350	15-315	Insurance Proceeds	40,135	(2,104)	-	-	-	
351	15-402B	Misc Government Grants	89,112	-	-	-	-	
352	15-501	Ont Community Infrastructure Fund	161,959	84,454	100,000	103,420	143,950	Funding for Starratt granite application; equivalent placed into Roads Capital reserve (17-952)
353	15-509	Modernization Grant Funding	39,178	-	6,000	5,199		
354	15-790 P	Transfer from Reserve- COVID-19 Grant	1,152	30,239	8,700	8,737	-	reserve depleted in 2023
355	15-790 C	Transfer from Reserve - Capital Funds	-	-	314,900	-	-	
356	15-790 L	Transfer from Reserve -Landfill	-	-	-	-	-	
357	15-790 A	Transfer from Reserve- Arena	-	-	7,081	7,081	-	
358	15-790 F	Transfer from Reserve- Fire	-	56,994	-	-	144,400	Re: purchase of pumper truck
359	15-541	Loan Proceeds	265,000	-	-	-	-	
360	15-780	AMO Gas Tax Revenue	50,864	66,532	43,300	-	86,200	balance of Peggs Mountain Road; Royston granite
361	15-785	NORDS Grant Revenue	-	91,689	126,400	56,359	142,100	Re: Peggs Mountain Road
362	15-531	Miscellaneous Roads Revenue	10,401	13,855	15,000	16,231	-	
365	Total Sources of Funding - Capital		1,277,691	1,012,772	964,456	540,101	653,595	
366								
367	CAPITAL PROJECTS							
382	16-157	Land purchase	-	-	-	-	-	
383	16-139 B	Building Maintenance	80,014	1,821	-	-	-	
384	16-139-1	Building Maintenance- Insurance Claim	131,513	15,213	-	-	-	
385	16-140	Office Equipment	19,211	5,569	27,050	23,422	15,750	Purchase of new computers (\$4,600), teleconferencing system (\$3,300), photocopier (\$7,850)
386	16-145	Website	10,583	-	-	-	-	
387	16-180	Operational Plans	39,178	-	27,100	562	29,800	Official Plan (~\$24,700); Zoning By-Law housekeeping (~\$5,100)
388								
389	Road Projects							
393	17-632	Midlothian Swing Bridge Materials	-	189	-	-		
396	17-642	Culvert Replacement Materials	-	-	-	-	14,000	Bartlett Lake shared culvert engineering
397	17-652	Granite Materials	-	84,454	143,300	103,420	219,700	6.3km Starratt Rd; 3.3km Royston
398	17-662	Gravel Lift - Material	50,864	66,532	-	-	-	
401	17-682	Road Construction Materials	-	-	18,700	2,336	-	
405	17-702	Midlothian RAP	270,080	-	-	-	-	
406	17-732	Peggs Mountain Road	-	91,689	130,000	56,359	170,500	double surface coat 2.3km
407	17-890	Building Repair	2,499	379	16,700	133	36,000	building drainage, concrete work

Page 19 of 113
TOWNSHIP OF RYERSON
2024 DRAFT BUDGET

	A	B	O	Q	R	S	T	U
1	Account #	ACCOUNT NAME	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD (12/31)	2024 DRAFT BUDGET	NOTES
411	17-924	Purchase New Equipment	-	324,406	314,900	306,271	30,000	blower unit for grader
412	17-942	Storage Facility Materials	3,362	-	-	-	-	
413	17-945	Midlothian Road Guiderail	-	-	-	-	-	
414	17-947	Road Needs Study	-	-	-	-	-	
415	Capital portion of Joint Services		-	-	68,485	-	195,994	
416								
417	Total Capital Projects		607,303	590,252	746,235	492,504	711,744	
418								
419	NET RESERVE TRANSFERS							
420	16-137	Transfer to Capital Reserve	214,857	175,996	241,558	241,558	112,195	Budget balancing figure- allocate to operating contingency reserve
421	16-246	Transfer to Fire Reserve	23,794	28,286	37,443	37,443	30,061	2023 surplus (\$27,698) plus 2% op exp
422	16-465	Transfer to Landfill Reserve	4,294	21,722	7,953	7,953	3,258	2023 surplus (\$X) plus 2% op exp
423	16-470	Transfer to Landfill Closure Reserve	-	-	-	-	-	calculation TBD
424	16-535	Transfer to Hospital Reserve	20,000	20,000	20,000	20,000	20,000	
425	16-737	Transfer to Arena Reserve	11,894	10,073	2,664	2,664	8,848	2023 surplus (5,545) plus 2% op exp
426	17-952	Transfer to Roads Capital Reserve	201,959	92,500	100,000	100,000	147,025	
427	Total Reserve Transfers		476,798	348,577	409,618	409,618	321,387	
428	NET CAPITAL EXPENDITURES		-193,590	-73,943	191,397	362,021	379,536	
429								
430	BALANCE		645,004	343,075	(0)	136,945	0	
431								
432		Total Municipal Expenditures		4,126,004	4,319,900	3,830,307	4,759,224	
433		Total Education Expenditures		294,892	292,871	300,671	299,412	
434		Total Expenditures		4,420,895	4,612,771	4,130,978	5,058,636	
435								
436		Revenue Municipal		2,247,669	2,010,389	1,596,762	2,259,693	
437		Taxation General		2,219,664	2,307,690	2,368,669	2,499,531	
438		Taxation Education		294,892	292,871	300,671	299,412	
439		Payment in Lieu		1,745	1,821	1,821	0	
440		Total Revenue		4,763,970	4,612,771	4,267,923	5,058,636	
441		Balance Check		343,075	-0	136,945	0	
442								

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	April 30, 2024
Report Title:	Fire Vehicle Request
Report Date:	April 23, 2024

Recommendation:

That Council approve the amendment to the 2024 Fire Budget as proposed, reallocating the surplus generated from the Fire Chief Shared Services Agreement towards the purchase of a new SUV for the department;

And that this resolution be sent to the Councils of the Township of Armour and the Village of Burks Falls for approval.

Purpose/Background:

At a previous Council meeting, it was noted that a request had been submitted by the Fire Chief for an additional vehicle to be purchased for his use. This request is consistent with a trend that has started to emerge at other fire departments in the region.

With an employment agreement entered into with the new Fire Chief, and a shared services agreement with the Township of McMurrich-Monteith executed whereby they contribute 40% of total wages expense, the total wage budget for 2024 has been recalculated at \$216,600, gross, with \$38,500 in additional revenue generated from the shared service agreement. Overall, this should generate a surplus in the fire budget of approximately \$39,800.

In line with the Fire Chief's request, staff are recommending that the budget be amended whereby this surplus is reallocated towards the purchase of a vehicle. This would be done as follows:

Account	Approved	Proposed
15-321-05 F/C	0	38,500
16-211 Fire Wages	217,900	216,600
16-221 Capital Purchase	969,400	1,009,200

If supported, this resolution will then be sent to Armour and Burk's Falls for consideration and approval prior to moving forward with the vehicle purchase.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ___-24

BEING A BY-LAW REGARDING DELEGATION OF POWERS AND DUTIES

WHEREAS Section 270 (1, 6) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that a municipality shall adopt and maintain a policy with respect to the delegation of its powers and duties;

AND WHEREAS Section 23.1 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, authorizes a municipality to delegate some of those powers and duties to a person or body subject to the restrictions of the Act;

AND WHEREAS Council of the Corporation of the Township of Ryerson deems it advisable to adopt a Delegation of Powers and Duties Policy;

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

1. That the Delegation of Powers and Duties Policy attached hereto as Schedule “A” and forming part of this by-law be approved;
2. That this By-law shall come into force and effect as of the final passing thereof;
3. That By-law # 07-20, or any by-law inconsistent with this by-law be hereby repealed.

Read a First, Second and Third time,
Signed and the Seal of the Corporation
affixed thereto and finally passed this
9 day of April, 2024.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE “A” TO By-Law # ___-24

DELEGATION OF POWERS AND DUTY POLICY

Purpose

The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. The policy has been developed in accordance with section 270 of the Municipal Act, 2001.

Policy

The Council of the Corporation of the Township of Ryerson will delegate its powers and duties in order to support efficient management of municipal operations, utilize a particular expertise or enhance citizen engagement and shall abide by the legislative restrictions and shall ensure that such delegation will be accomplished maintaining the principles of accountability and transparency.

Definitions

Legislative Power shall mean all matters where Council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority.

Administrative Power shall mean all matters required for the management of the corporation which do not involve discretionary decision making.

Guiding Principles

Pursuant to Section 23.1 (1) of the Municipal Act, 2001, a municipal Council has clear authority to delegate administrative functions as long as it does not attempt to divest itself of any of its discretionary decision-making powers.

Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.

Section 224 (d) of the Municipal Act, states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council.

Section 227 (a) of the Municipal Act states it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Section 227 (c) of the Municipal Act states it is the role of the officers and employees of the municipality to carry out other duties required under this or any Act and other duties assigned by the municipality.

Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for terms and conditions under which the powers shall be exercised and must consider the limitations set out in the Act.

A delegation of a power or duty to any member of staff is also a delegation to another staff member delegated to act in the capacity of the delegate in their absence. Delegation of administrative powers and duties to municipal staff are set out as follows:

Hiring/Dismissal – Nomination Day until Newly Elected Council takes Office

Section 275 of the Municipal Act, 2001, c. 25 as amended, provides that if three quarters of the members of the outgoing Council of the municipality will not be returning, the following authorities of Council will cease on Nomination Day:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;

- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of the disposal;
- d) Making any expenditure or incurring any other liability which exceeds \$50,000.00.

The Chief Administrative Officer is hereby delegated the authority to:

- a) Appoint or remove from office, any officer of the municipality
- b) To hire or dismiss any employee of the municipality.
- c) Execute an agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of the disposal.
- d) Be the final signing authority for expenditures outside the current approved budgets exceeding \$50,000.00.

Should any authority delegated under this by-law be exercised, the sitting Council shall be informed by way of an information report at the next regularly scheduled or special Council meeting. This delegation of authority will only take effect, and be limited to the 'Lame Duck Period' of Council and shall expire on the date the new Council is sworn into office.

Purchasing/Procurement

The CAO, the Clerk, the Treasurer, and Department Heads have the authority to approve spending within their respective budgets within the dollar limits for the approvals as set out in the Municipality's Purchasing/Procurement Policy.

Public Works/Fire Department

The Public Works Supervisor and Fire Chief have authority to temporarily close a road, as deemed appropriate.

The Public Works Supervisor is delegated to be the signing authority for the purpose of signing daily inspection sheets on behalf of the Operator under Section 7, subsection 2 of the Highway Traffic Act Ontario Regulation 199/07.

Municipal Freedom of Information and Protection of Privacy Act

Under the Municipal Freedom of Information and Protection of Privacy Act, By-law 10-90 designated Council of the Township of Ryerson as the "Head" of the Institution for MFIPPA purposes. Council delegates its powers and authority under the Act to the Municipal CAO.

	<h2>Clerk's Report</h2>
To:	Council
From:	Nancy Field, Clerk
Date of Meeting:	April 30, 2024
Report Title:	Trailer Licensing and Trailer Park By-laws
Report Date:	April 3, 2024

Recommendation

That Council adopt the Trailer Licensing By-law, and the Trailer Park By-law.

Background

In response to the direction of Council and having regard for the By-law Enforcement Officers advice, the Council was provided draft copies of the Trailer Licensing By-law and the Trailer Park By-law at the April 9th, 2024, regular meeting for a discussion. Staff, working together with the By-law department have created these Trailer By-laws you have in front of you now. Many of the elements incorporated into these by-laws are from other local area municipalities.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____ - 24

BEING A BY-LAW TO LICENSE TRAILERS IN THE TOWNSHIP OR RYERSON

WHEREAS the *Municipal Act*, S.O. 2001 as amended, Section 164 authorizes a municipality to pass By-laws to License Trailers;

AND WHEREAS the Township of Ryerson Zoning Bylaw #56-14, known as the Comprehensive Zoning By-law; Section 3.30, prohibits the use of tents, trailers, and recreational vehicles for permanent or temporary human habitation except in specified circumstances as outlined therein;

NOW THEREFORE the Council for The Corporation of the Township of Ryerson hereby enacts as follows:

SECTION 1 – TITLE AND APPLICATION

- 1.1 This By-law shall be cited as the ‘Trailer License’ By-law.
- 1.2 The Licensing provisions enacted by this By-law do not apply to:
 - a) Assessed Trailers as defined in Section 2.7
 - b) Trailers located in Trailer Camps, Commercial as defined in Section 2.4
 - c) A Stored Trailer as defined in Section 2.6
 - d) A Trailer or Park Model Trailer used during the construction of a dwelling on a lot.
- 1.3 This By-law applies to any Trailer, even if the Trailer was placed on the property prior to date of enactment of this By-law.

SECTION 2 – DEFINITIONS

- 2.1 **TOWNSHIP** – means The Corporation of The Township of Ryerson and shall be defined as the lands and premises within the corporate limits.
- 2.2 **TRAILER** – means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn, is propelled by the motor vehicle, or is a Self-Propelled Camping Unit and is capable of being used for the living, sleeping, or eating accommodation of any person(s). Without limiting the generality of the foregoing this includes a Park Model Trailer, a tent Trailer, a camper Trailer, a recreational Trailer, a fifth wheel, a bus converted into a motor home, a motor home, and/or a truck camper but does not include a mobile home or accessory building or structure for use as defined in the Township or Ryerson Comprehensive Zoning By-law.
- 2.3 **TRAILER, PARK MODEL** – means a manufactured building under the Ontario Building Code O. Reg. 332/12 Section 9.38 “Park Model Trailers” which has been designed and constructed in conformance with the standards of CSA- Z241 “Park Model Trailers”, and which is used as a recreational vehicle or building that meets the following criteria:
 - a) Built on a single chassis mounted on wheels; and
 - b) Designed to facilitate relocation from time to time; and
 - c) Designed as living quarters for seasonal camping which may be connected to utilities necessary for the operation of installed fixtures and appliances; and
 - d) Built with a gross floor area, including lofts, not exceeding 50 square metres (538 sq. ft.) when in the set-up mode; and
 - e) Built with a width greater than 2.6 metres (8.5 feet) in transit mode.
- 2.4 **TRAILER CAMP, COMMERCIAL** – means any land in or upon which any Trailer or tent is used or intended to be used for human occupation on a temporary or seasonal basis and shall not include mobile homes or Park Model Trailers.

- 2.5 **SELF-PROPELLED CAMPING UNIT** – means a motor vehicle designed, equipped, and used for overnight sleeping accommodation and that includes built-in facilities for sleeping, cooking and refrigeration.
- 2.6 **STORED TRAILER** – means any MTO plated Trailer located on a property for the purpose of storing such Trailer.
- 2.7 **ASSESSED TRAILER** – means any Trailer legally located on a property and that is assessed under the *Assessment Act*.
- 2.8 **PERMANENT BASIS** – means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.
- 2.9 **OCCASIONAL USE** – means used for temporary accommodation not to exceed 3 weeks within one year.

SECTION 3 – LICENSE AND REGULATIONS

- 3.1 No person shall use or permit to be used a Trailer, on lands that are not permitted under the current Comprehensive Zoning By-law for the Township, unless such Trailer is Licensed under this By-law. For clarity, pursuant to Section 1.3 of this By-law, Trailers which were located on property prior to the date of passage of this By-law are required to obtain a Trailer License.
- 3.2 A License issued pursuant to this By-law authorizes the use and maintenance of a Trailer for temporary accommodation, for a period of up to five (5) years on the same property. The issuance of a License does not grant the Licensee the authority to occupy the Trailer on a Permanent Basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a Trailer during the period commencing December 1st of a calendar year and ending April 30th of the following calendar year.
- 3.3 Notwithstanding article 3.2, upon request, the Clerk of the Township of Ryerson may extend the 5-year period as long as the Trailer License – Extension fee, as per the current Township of Ryerson Fees and Charges By-law, is paid to the Township, the property taxes on the property are in good standing, and there are no outstanding contraventions for the property under the Trailer License By-law, Property Standards By-law, or the Ontario Building Code Act.
- 3.4 A Trailer License shall only be issued in accordance with this By-law for properties located in the Rural (RU) or Limited Services Residential (LR) Zones as outlined in the Comprehensive Zoning By-law.
- 3.5 The issuance of a License is not intended and shall not be construed as permission or consent by the Township for the holder of the License to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-law of the Township.
- 3.6 A maximum of one (1) Trailer Licensed under this By-law is permitted on a single vacant parcel of land.
- 3.7 The owner of the property upon which the Trailer is to be located shall consent to its placement on the property, in writing.
- 3.8 Structures may be added to, or adjacent to, a Trailer if constructed in compliance with the Ontario Building Code Act and either under the authority of a building permit issued by the municipality or has been inspected and approved by the Chief Building Official of the municipality.
- 3.9 Heat sources and appliances must be compliant with appropriate standards, including but not limited to the ESA, WETT, and TSSA.
- 3.10 No Trailer shall be licensed unless it is connected to or served by a sewage system that is constructed, operated, and maintained as per part 8 of the Ontario Building Code Act and enforced by North Bay Mattawa Conservation Authority, unless the Trailer contains an integral holding tank to be emptied at a facility licensed by the Ministry of the Environment.

SECTION 4 – LICENSE APPLICATION AND FEES

- 4.1 All applications for such License shall be made to the Township of Ryerson upon the prescribed form and shall include the submissions referenced therein, including payment of the License fee required as per the Township's current 'Fees and Charges' By-law.
- 4.2 No License shall be issued, unless:
 - a) The Trailer for which such License is issued is located in compliance with the setback requirements for a dwelling unit as prescribed by the Township's 'Zoning' By-law, for the zone in which it is located.
- 4.3 The Township may issue the following class of Licenses:
 - a) Annual License – this License authorizes the placement of the Trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and November 30th in the calendar year;
 - b) Monthly License – This License authorizes the placement of the Trailer upon the property for a minimum of one month, up to a maximum of three months.
- 4.4 Licenses shall be displayed in or upon the Trailer in a location easily visible from the outside of the Trailer.
- 4.5 All annual Licenses expire on December 31st of the calendar year issued, and all monthly Licenses expire on the date specified in the License.
- 4.6 All Licenses issued in accordance with subsection 3.3 of this By-law shall be an Annual License.

SECTION 5 – ADMINISTRATION AND ENFORCEMENT

- 5.1 The administration and enforcement of this By-law is delegated to the Clerk, Treasurer, Chief Building Official, By-law Officer, Fire Chief, or designate for the Township of Ryerson. The Clerk or designate shall have the authority to issue permits under this By-law; notwithstanding the foregoing, the Clerk, in his/her discretion, may refer applications to Council.
- 5.2 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.
- 5.3 Each day that a contravention of this By-law continues may constitute a separate offence.
- 5.4 Every person who provides false information in any application for a License under this By-law, or in an application for a renewal of a License, is guilty of an offence.
- 5.5 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided, the court in which the conviction was entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 5.6 If the Township is satisfied that a contravention of this By-law has occurred, the By-law Officer may make an order requiring the person who contravened this By-law or who caused or permitted the contravention, or the owner or occupier of the Trailer, to discontinue and/or remove the contravening activity.
- 5.7 Any person who fails to comply with an order made under subsection 5.6 is guilty of an offence.
- 5.8 Every contravention of this By-law may be restrained by application at the instance of a taxpayer or of the Municipality in accordance with the provisions of the *Municipal Act*, 2001.
- 5.9 A Township employee, staff person, agent, or contractor hired by the Township, accompanied by any person under his or her direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436 (1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436 (2) of the Act.

5.10 Any Trailers used, maintained, or located in contravention of this By-law shall be ordered to be removed from the lot, at the expense of the owner of the lot. Failure to remove any Trailers from a lot within the time prescribed by the By-law Officer may result in the removal of said Trailer by the Township, at the expense of the owner of the lot.

SECTION 6 – REPEAL, VALIDITY AND EFFECTIVE DATE

- 6.1 If any section, clause, or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause, or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 6.2 The Clerk of the Township of Ryerson is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
- 6.3 This By-law repeals By-law #05-08 and any other By-laws heretofore passed that are in contravention of this By-law.
- 6.4 This By-law shall come into effect July 01, 2024.

Read in its entirety, approved, signed
and the seal of the Corporation affixed
thereto and finally passed in open
Council this ___day of _____, 2024

MAYOR

CLERK

SCHEDULE A to BY-LAW # - 24

Application for Trailer License

(Complete and attach all information prior to submitting)

(Information noted with an asterisk is optional subject to “Notes” set out below)

1. Application Information

Name: _____

Mailing Address: _____

Phone Numbers: (____) _____ - _____ Email: _____

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner’s consent to apply for such License.

Note: A phone number may be a permanent “landline” or cellular number.

2. Property Information

Property Owner: _____

Civic Address: _____

*Roll Number: _____

*Proof of Ownership: Attach copy of parcel register or deed

Note: If no civic address has been assigned for this property, one must be applied for prior to submitting this application.

Note: If a new entranceway or where substantial changes to an existing entranceway are required or proposed, an ‘Entrance Permit’ must be applied for and approved, prior to submitting this application.

Note: Either the MPAC Roll Number must be included, or Proof of Ownership must be attached.

3. License Requested

Annual Monthly

If monthly is selected, please provide consecutive months below (Maximum of three months).

4. Service Information:

Will the Trailer be connected to a sewage disposal system that exists on the property?

Yes No

If yes, please provide the following:

Sewage System Building Permit or Certificate of Approval which indicates that connection of Trailer to such system has been approved.

Will a grey water pit be utilized?

Yes No

Will the site be serviced with an outhouse?

Yes No

If the property is not serviced by a holding tank, an onsite sewage disposal system, or is not serviced by a grey water pit and outhouse, the applicant may be required to provide dumping receipts from an accredited dumping facility or receipts from a septic tank cleaning company, if requested.

Will the Trailer be directly connected to electrical services?

Yes No

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the Trailer will have a direct connection to the electricity distribution system (i.e. not an extension cord plugged into an outlet.)

5. Required Documents:

- Completed Application Sewage System Permit
- Proof of Property Ownership Electrical Safety Authority Approval
- Civic Address Sketched Site Plan
- Entrance Permit Application Fee
- Pictures

6. Applicable Fee (as per “Fee and Charges By-law)

7. Method of Payment (Canadian funds only):

Cheque or cash only for in-person applications submitted. If you are applying by mail, a cheque for the exact amount, payable to The Municipal Corporation of the Township or Ryerson.

Applicant Signature:

Date:

Property Owner Signature:

Date:

If the property owner and applicant are the same, please sign in both locations.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW ___-24

BEING A BY-LAW FOR LICENSING, REGULATING, AND GOVERNING TRAILER PARKS WITHIN THE MUNICIPALITY

WHEREAS Section 8, 9, 10, 150, 151, and 164 of the Municipal Act, 2001, authorized the Council of the Municipality to pass By-laws for the prohibiting or licensing of trailer camps;

AND WHEREAS the Council of the Corporation of the Township of Ryerson deems it expedient to pass a By-law for the purpose of licensing, regulating, governing and in certain cases prohibiting the location of Trailers Parks within the Municipality.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson hereby Enacts as follows:

1. SHORT TITLE:

This By-law shall be known as “THE TRAILER PARK BY-LAW”

2. DEFINITIONS:

In this By-law the following words have the following meanings:

- 2.1. “**COUNCIL**” means the Council of the Corporation of the Township of Ryerson.
- 2.2. “**LOT**” means any parcel of land owned by a person or persons (including corporations) which is capable of being transferred separately from any adjoining parcel of land without subdivision consent under the provisions of the Planning Act of Ontario.
- 2.3. “**MUNICIPALITY**” means the Municipality Corporation of the Township of Ryerson.
- 2.4. “**MUNICIPALITY BY-LAW ENFORCEMENT OFFICERS**” means any officer or employee of the Municipality charged with the duty of enforcing this By-law and appointed for such purpose by Council.
- 2.5. “**TRAILER PARK**” means any Lot on which more than one trailer is or has been placed, located, kept, or maintained.

3. MULTIPLE TRAILERS ON A LOT – TRAILER PARK

- 3.1. No person shall locate more than one trailer on a Lot without a Trailer Park license issued by the Municipality permitting them to do so under the provisions of this By-law. This provision shall apply to the continuing location or keeping of a trailer on a Lot even if that trailer or another trailer was located on the Lot prior to the date on which this By-law comes into force.
- 3.2. Trailer Parks shall be divided into Lots, each to be made available for occupancy of one trailer.
- 3.3. The maximum number of trailers permitted under a Trailer Park license shall be the lesser of:
 - a. The number obtained by dividing 1350 into the number of square feet contained in the site area of such Trailer Park; or
 - b. Fifty (50)
- 3.4. There shall be no less the fifteen (15) feet between the sides of any two (2) parked trailers.
- 3.5. There shall be no less than ten (10) feet between the ends of any two (2) trailers.
- 3.6. Except as expressly altered therein, the setback and other requirements of any zoning By-law of the Municipality which apply to a Lot shall continue to apply.

- 3.7. No Trailer Park license shall be issued for a Lot which is located within one (1) kilometer of a Lot where another Trailer Park license has been issued PROVIDED THAT where a Trailer Park exists on the date of this By-law on lands composed of two (2) or more Lots as defined in this By-law, one (1) Trailer Park license permitting no more than fifty (50) trailers may be issued jointly to the owner(s) of those Lots.

4. REQUIREMENTS FOR THE ISSUE OF LICENSES

- 4.1. The Clerk of the Municipality or other officer designated by the Clerk shall issue a "Trailer Park License" to an applicant provided the following requirements are met:
 - a. The prescribed fee has been paid;
 - b. The location of the trailers, on the Lot is not prohibited by any township zoning By-law or other By-law or any Act of the Legislature of Ontario or regulations made thereunder;
 - c. In the case of a Trailer Park license, the land is zoned Commercial or Tourist Commercial or the Trailer Park is pre-existing non-conforming use of such land;
 - d. Any structure added to or adjacent to the trailer has been constructed in compliance with the Ontario Building Code Act and either under the authority of a building permit issued by the Municipality or has been inspected and approved by the Chief Building Official of the Municipality;
 - e. Any additional requirements set out in this By-law have been complied with.

5. PLUMBING, WATER, SEWAGE, WASTE, AND ELECTRICAL

- 5.1. No water closet, bath, shower, hand basin or sink installed in a trailer shall be used while such trailer is placed, standing, parked or located in a Trailer Park, or elsewhere, unless each such plumbing fixture is connected a sewage disposal system approved by the Ontario Ministry of Environment or its designated agent (now North Bay Mattawa Conservation Authority) or such fixture is connected to an approved holding tank system within the trailer.
- 5.2. Potable water supplies shall be clearly marked as such. Any system which delivers water to more than one trailer shall be constructed and operated in accordance with all Provincial regulations.
- 5.3. If the water supply requires boiling or other forms of purification before human consumption, the owner, operator, or person acting on behalf of the owner, operator shall be responsible for notifying each trailer site of the required procedure.
- 5.4. Trailer Parks that have more than two (2) trailers located on a Lot, are required to have at least one (1) water closet or toilet, one (1) bath or shower, and one (1) wash basin shall be provided for each sex on a Lot, if the number of trailers on the Lot exceed eight (8) than one (1) of each facility for each sex shall be provided for each eight (8) trailers on the Lot. The use of holding tanks is not permitted in any Trailer Park where trailers are permitted to remain on the premises for more than thirty (30) consecutive days. No holding tank shall be emptied or discharged on a Lot unless it is discharged into a facility approved by the Ministry of the Environment for such discharge.
- 5.5. Every Trailer Park having more than two (2) trailers shall provide adequate facilities for laundry, waste disposal, and parking of vehicles on the Lot or within one hundred (100) meters of the boundaries of the Lot.

6. TRAILER PARKK OPERATOR'S RESPONSIBILITY

- 6.1. The licensed operator of every Trailer Park shall at all times maintain the whole site area including trailer spaces in a sanitary and safe condition to the satisfaction of the Medical Health Officer or Municipal By-law Enforcement Officers. The Medical Health Officer or the By-law Officer may direct the licensed operator of

any Trailer Parks to rectify any unsatisfactory sanitary condition and any person refusing or neglecting to carry out the orders of the Medical Health Officer or By-law Officer in this regard shall be guilty of a contravention of this By-law.

- 6.2. The licensed operator of every Trailer Park on providing parking space for any trailer shall enter in a register book kept for such purpose alone, the following information shall be available to Police and By-law Enforcement Officers at all times.
 - a. The license number of every automobile and trailer;
 - b. The names and permanent address of every occupant of a trailer;
 - c. The date of arrival of every such occupant;
 - d. The date of departure of every such occupant.
- 6.3. Whenever there are any concerns for a young person unaccompanied by a parent or guardian that is a guest in the Trailer Park the licensed operator shall notify the Police immediately.
- 6.4. Once in every twenty-four (24) hours, the licensed operator shall satisfy that every guest in the Trailer Park is alive and able to call for medical aid if required. He shall immediately report any case of infectious or contagious disease to the Medical Health Officer.

7. FEES APPLICABLE

- 7.1. Trailer licenses and Trailer Park licenses shall be issued for a period of one calendar year or any remaining portion thereof and shall expire on the 31st day of December of that year. Every owner of a Trailer Park shall pay an annual license fee for each year, or the remaining part thereof as set in By-law 12-23 Schedule A.
- 7.2. Every person who held a Trailer Park license for a particular Lot during the previous calendar year shall be allowed a grace period until April 30th of the current year in which to obtain a current or renewal license. Every person who did not hold a license for the location of one or more trailers on a given Lot during the previous calendar year shall be issued a written warning by the Municipality giving them a grace period in the warning in which to obtain such license before any further enforcement proceedings are undertaken by the Municipality. Such warning may be delivered to the owner or an apparently adult person on the Lot where the trailer is located or mailed to the owner of the Lot at the address shown on the assessment roll of the Municipality and if mailed shall be deemed to have been received five days thereafter.

8. OFFENCES

- 8.1. Every person who locates or permits the location of one or more trailers on a property owned by that person without a Trailer Park license is in contravention of this By-law is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.2. Every person who operates a Trailer Park in which permits the location of one or more trailers, or more than the maximum permitted by a Trailer Park license issued to such person is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.3. Every person who knowingly uses a Trailer Park for living, sleeping, or eating for which a license is required under this By-law and for which no current license is in effect is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.4. Every person who is a director or officer of a corporation and who knowingly concurs or acts in the contravention of Sections 8.1, 8.2, or 8.3 above is guilty of an offense punishable on summary conviction under the Provincial Offenses Act.
- 8.5. Upon conviction of an offence under sections 8.1, 8.2, 8.3 or 8.4 the minimum fine shall be \$500 and the maximum fine shall be \$5,000.00.

8.6. Offenses under Sections 8.1, 8.2, 8.3 and 8.4 are hereby designated as “Continuing Offenses”, that is each day or part of a day shall be a separate offense for which the minimum and maximum fine set out in section 9.5 shall apply; provided that no person shall prosecute an offense under this By-law as a “Continuing Offense” without the consent of Council expressed in a resolution certified by the Clerk under the seal of the Municipality.

9. REPEAL OF EXISITING BY-LAWS, SEVERABILITY

This By-law repeals By-law 05-08 and any other By-law heretofore passed that are in contravention of this By-law.

Any provisions of this By-law may be served from any other provision(s) if they are found in a particular case to be unenforceable.

Read a First, Second, and Third
Time, Signed, and Seal of the
Corporation affixed thereto
this ___ day of _____, 2024

Mayor

Clerk

	<h2>Clerk's Report</h2>
To:	Council
From:	Nancy Field, Clerk
Date of Meeting:	April 30, 2024
Report Title:	Property Standards By-law
Report Date:	April 22, 2024

Recommendation

That the Township adopt a new Property Standards By-law, passed under section 15.1 (3) of the building code Act, 1992 S.O. 1992, c. 23.

Background

Council was provided a draft Property Standards By-law for discussion at the April 9th, 2024, meeting. If adopted this will be the first Property Standards By-law for the Township of Ryerson. It is designed as an important tool for the township officials to use for the enforcement of property standards. Prior to this, the now outdated General Standards By-law 6-91 could be referred to and was enforced pursuant to section 34 of the Planning Act 1983.

This new Property Standards By-law along with the Clean Yard By-law 05-21 will ensure that the maintenance and occupancy of property within the township is maintained to an acceptable standard.

**THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW # ____ - 24**

PROPERTY STANDARDS BY-LAW

**BEING A BY-LAW TO PRESCRIBE STANDARDS FOR THE MAINTENANCE AND
OCCUPANCY OF BUILDINGS AND PROPERTY.**

WHEREAS Section 15.1 (3) of the Building Code Act, 1992 S.O. 1992, c. 23, provides that the Council of a Municipality may pass a By-law to do the following things:

- A. Prescribing standards for the maintenance and occupancy of the property within any defined areas and for prohibiting the occupancy or use of such property that does not conform with the standards;
- B. Requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or for the site to be cleared of all buildings, structures, debris or refuse and left in graded and neat condition;

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

1. GENERAL

1.1. Short Title

This By-law may be cited as the “Property Standards By-law”.

1.2. Defined Area

The standards for maintenance and occupancy of any property prescribed in this By-law apply to all properties in the Township of Ryerson.

1.3. Scope

No property shall be used and no building or structure or part thereof, shall be erected, altered, enlarged, maintained, used, or occupied for any purpose within the Township of Ryerson, except in conformity with the provisions of this By-law.

1.4. Validity

If any provision of this By-law is declared invalid for any reason, the remaining provisions shall remain in effect.

1.5. Effective Date

This By-law shall come into full force and effect as of the date of passing.

2. DEFINITIONS

2.1. “Accessory Buildings” A separate building or structure, which is incidental, subordinate, exclusively devoted to and located on the same principal lot as the principal use, building or structure but not including a building or structure which is used as the principal use, building or structure but not including a building or structure which is used as a dwelling unless specifically permitted.

2.2. “Agricultural Use” Any agricultural use or uses, structures or buildings accessory thereto, including field crops, animal husbandry, tree nurseries and any other use customarily carried on in the field of general agricultural and which are not obnoxious, including the sale on the premises of producing grown or raised on the premises.

- 2.3. **“Basement”** One or more storey(s) of a building located below the first storey.
- 2.4. **“Bathroom”** A room containing at least one toilet, one hand basin or lavatory and one bathtub or shower.
- 2.5. **“Building”** Any structure having a roof, supported by columns or walls, and used for the shelter or accommodation of persons, animals, goods, or materials, whether occupied continuously or periodically and without limiting the generality of the foregoing, includes a deck, dock, or boat house.
- 2.6. **“Committee”** The Property Standards Committee as established in accordance with section 15 of the Building Code Act, 1992, S.O. 1992, c. 23.
- 2.7. **“Derelict Vehicle”** A motor vehicle that is inoperable for any reason, including age, appearance, condition, or lack of current licence plate and/or sticker.
- 2.8. **“Dwelling”** Any building, or part thereof, occupied, or capable of being occupied, for the purposes of permanent or periodic human habitation, and usually containing cooking, eating, living, sleeping and sanitary facilities, and have a private entrance from outside the building, or from a common highway or stairway inside the building, but does not include a tent, trailer, or room, or suite of rooms, in a hotel, motel or bed and breakfast.
- 2.9. **“Dwelling Unit”** A room or group of rooms in a building used, or capable of being used, for periodic or permanent human habitation, and usually containing cooking, eating, living, sleeping and sanitary facilities, and have a sperate entrance from outside the building, or from a common hallway or stairway inside the building, but does not include a tent, trailer, or room, or suite of rooms, in a hotel, motel or bed and breakfast business.
- 2.10. **“Foundation”** A structure of a building through which the loads from the building are transferred to supporting soil or rock such as a footing, pile, or pier.
- 2.11. **“Garbage”** Animal or vegetable waste related to waste products resulting from handling, preparation, cooking, and consumption of food and drinks, as well as other solid waste material and goods resulting from residential, commercial, institutional and industrial operations.
- 2.12. **“Habitable Room”** Any room in a dwelling or a dwelling used or intended to be used for living, eating, sleeping, or cooking purposes.
- 2.13. **“Hazardous Waste”** Any waste defined as a hazardous waste by the Ontario Regulation 347, R.R.O 1990 enacted under the Environmental Protection Act, R.S.O 1990, c E. 19, as amended.
- 2.14. **“Maintain”** The preservation and keeping in good repair. Maintenance and maintained shall have the same meaning.
- 2.15. **“Means of Egress”** A continuous unobstructed path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp or exit facility used for the escape of persons from any point within a building, a floor area, a room or a contained open space to a public thoroughfare or safe area if refuge usually located outside the building.
- 2.16. **“Multiple Dwelling”** A dwelling containing two or more dwelling units.
- 2.17. **“Non-habitable Room”** Any room in a dwelling unit other than a habitable room and includes a bathroom, water closet room, laundry room, corridor, stairway, closet, unfinished basement, boiler room, or space for service and maintenance of the dwelling.

- 2.18. **“Non-Residential Property”** A building or structure which is not occupied, or capable of being occupied, in whole or in part, for the purpose of human habitation, including the lands and premises appurtenant thereto, as well as all accessory buildings, out-buildings, fences, structures or erection on or in such property.
- 2.19. **“Occupancy”** The use, or intended use, of a building for shelter or enclosure of persons, animals, or property.
- 2.20. **“Occupant”** Any person or persons over the age of eighteen years in ownership or possession of the property.
- 2.21. **“Owner”** Includes the person for the time being managing or receiving the rent of or paying the municipal taxes on the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any person or who would so receive the rent if such land and premises were let. The term shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair or maintain the property in accordance with the standards for the maintenance and occupancy of property.
- 2.22. **“Person”** Any human being, associated, firm, partnership, incorporated company, corporation, agent, trustee, and the heirs, executors, or other legal representatives.
- 2.23. **“Property”** A building or structure, or part thereof, including the lands and premises appurtenant thereto and all yards, steps, walkways, driveways, parking spaces, accessory buildings, mobile homes, mobile structures, trailers, out-buildings, fences, and erections, and includes vacant land.
- 2.24. **“Property Standards Officer or By-law Enforcement Officer”** An individual who has been appointed by the Municipality and has been assigned the responsibility of administering and enforcing this by-law pursuant to subsection 3(2) and section 15 of the *Building Code Act*, 1992, S.O 1992, c. 23, as amended.
- 2.25. **“Repair”** Taking such steps as may be required to ensure that a property conforms to the prescribed standards of the By-law.
- 2.26. **“Sewage”** Any liquid waste containing animal, vegetable or mineral matter in suspension or solution, but does not include roof drainage or storm water.
- 2.27. **“Sewage System”** Properly maintained and functioning private sewage system.
- 2.28. **“Standards”** The standards of physical conditions of occupancy prescribed for property in this by-law.
- 2.29. **“Storey”** That portion of a building, other than the attic or basement, included between the surface of any floor, and the surface of the floor, roof deck, or deck ridge, next above it.
- 2.30. **“Structurally Sound”** Construction capable of withstanding the forces placed upon the building under normal use.
- 2.31. **“Structure”** Anything constructed or erected, the use of which requires location on or in the ground or attached to something located on or in the ground.
- 2.32. **“Waste or Waste Material”** Any articles or thing that have been cast aside, discarded, abandoned, or is deemed to be worthless, useless, or of no practical value, or is deemed to be used up in whole or in part or expected or worn out and shall include but is not limited to:
- (a) accumulations or deposits of little, rubbish, garbage, trash;
 - (b) refrigerators, freezers, or other appliances or parts thereof;
 - (c) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
 - (d) inoperative motor vehicles;

- (e) paper, cartons, fabric, or carpets;
- (f) furniture
- (g) pipping, tubing conduits, cable and fittings or other accessories, or adjuncts to the piping, tubing, conduits, or cables;
- (h) containers or pallets of any size, type, or composition;
- (i) material resulting from, or as part of, construction of projects;
- (j) rubble, inert fill except for loose soil, sand, or gravel.

2.33. **“Yard”** The land around the appurtenant to the whole or any part of a building or structure and used or intended to be used in connection with the building or structure, other than publicly owned land.

3. **PROPERTY MAINTENANCE AND OCCUPANCY STANDARDS**

3.1 **General**

3.1.1. Every property shall be kept clean and free from:

- (a) Garbage, waste, rubbish, debris or other objects or conditions that create, or may create a health, fire, or accident hazard;
- (b) Derelict vehicles, wrecked, dismantled, discarded, or abandoned machinery, and trailers or boats, unless it is necessary for the operation of businesses lawfully situated on the property;
- (c) Dilapidated, collapsed, or partially constructed structures which are not currently under construction pursuant to a valid building permit;
- (d) Dilapidated growth of grass, brush, noxious weeds and dead, decayed, or damaged trees or other natural growth;
- (e) Harmful insects, rodents, or other pests.

3.1.2. No vehicle including a trailer, or any part of such vehicle or trailer, which is in a wrecked, discarded, dismantled, inoperative or abandoned condition shall be parked, stored, or left outdoors on any property in the Township of Ryerson with the following exceptions:

- (a) Where a vehicle or trailer is being repaired by the owner for his or her own use;
- (b) Where a vehicle or trailer is operable and designated for off road use only by the manufacturer or MTO, this includes any farm equipment used for agricultural purposes;
- (c) Where a vehicle or trailer is normally licenced for only part of the year.

3.1.3. Surface conditions of yards should be maintained so as to:

- (a) Prevent pooling or ponding of storm or surface water;
- (b) Prevent instability of erosion of soil;
- (c) Prevent storm or surface water run-off from entering basements;
- (d) Be kept free of deep ruts, holes, excavating;
- (e) Provide for safe passage under normal use and weather conditions, day, or night; and
- (f) Not create a nuisance to other property.

3.1.4. All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone and gravel, and shall be kept in good repair.

- 3.1.5. Steps, walk ways, driveways, parking spaces and other similar area shall be maintained so as to afford safe passage under normal use and weather conditions day or night.
- 3.1.6. A building shall be kept reasonably free of rodents, vermin, and insects at all times and methods used for exterminating rodents or insects or both shall be in accordance with the provisions of the current Provincial Pesticides Act and all regulations passed pursuant thereto. Any continuous openings in a dwelling shall be screened with wire mesh or other such materials in order to exclude vermin, insects, and rodents.
- 3.1.7. All wells shall be capped with a structurally secure material and such caps shall be maintained in good repair in accordance with applicable standards.

3.2. **Water**

- 3.2.1. Every dwelling shall be provided with an adequate supply of potable water adequate for normal household use from a source that can be approved by the Medical Officer of Health and/or Ministry of Environment and Energy.
- 3.2.2. If for good and valid reasons, a non-potable source of water supply exists, it must be signed accordingly and be specifically labeled as unsafe for consumption.
- 3.2.3. All plumbing, including drains, water supply pipes, water closets, and other plumbing fixtures shall be maintained in good working conditions free of leaks and defects and water pipes and appurtenances thereto shall be protected from freezing.

3.3. **Temperature Standards**

Every dwelling shall be provided with a heating system capable of maintaining a habitable room temperature of 21 degrees Celsius.

3.4. **Heating System**

Heating systems shall be maintained in good repair, in accordance with applicable standards, to be capable of heating the building safely.

3.5. **Electrical Service**

Where a building is supplied with electrical services, existing wiring and electrical equipment shall be in good, serviceable, and safe conditions, as required by applicable electrical codes.

3.6. **Light**

Every habitable room, except for the kitchen and bathroom, shall have a window or windows, skylights or translucent panels that face directly to the outside. The glass area of a sash door may be considered as a portion of the required window area.

3.7. **Ventilation**

- 3.7.1. Every habitable room shall have an opening or openings for natural ventilations located in the exterior walls or through openable parts of skylights. However, an opening for natural ventilation may be omitted if ventilation is provided.

3.7.2. Bathroom Ventilation

Every bathroom shall be provided with an opening or openings for natural ventilation located in an exterior wall or through an openable part of a skylight. However, an opening for natural ventilation can be omitted where a system of mechanical ventilation has been provided.

3.7.3. Ventilation of Attic, Crawlspace Etc.:

Every attic and unheated crawlspace shall be adequately vented to the outside air.

3.8. **Kitchen**

3.8.1. Every dwelling shall contain a kitchen area equipped with a sink, serviced with potable water and an approved drainage system, and include storage facilities, a countertop work area, and space for a stove and refrigerator.

3.8.2. Cooking Capabilities

Every kitchen shall have an adequate and approved gas, electrical, or other fuel supply for cooking purposes.

3.9. **Egress**

Every dwelling shall have a direct means of egress to provide a safe continuous and unobstructed exit from the interior of the building to the street or grade level.

3.10. **Fire Escapes, Alarms and Detectors**

3.10.1. A listed fire alarm and a fire detection system approved by the Canadian Standards Association or Underwriters Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such systems need not be provided where a public corridor or exit serves not more than four (4) dwelling units of individual leased sleeping rooms.

3.10.2. In addition to the provisions of Section 3.10.1 hereof, in every dwelling unit in a building a listed smoke alarm approved by the Canadian Standards Association or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:

- (a) Equipped with visual or audio indication that they are in operating condition and
- (b) Mounted on the ceiling to wall between 150 and 300mm (6 to 12 inches) below the ceiling.

3.10.3. Buildings using a fire escape as a secondary mean of egress shall have the escape in good condition, free from obstructions and easily reached through an openable window or door.

3.11. **Damaged By Fire or Other Causes**

- a. Every owner or occupant of a building, accessory structure or structure that is damaged by a fire, storm or other causes shall:
 - i. Take immediate steps to prevent or remove any condition that may endanger persons on or near the property;
 - ii. Properly support and/or barricade the building or structure until necessary repairs or a demolition can be carried out;
 - iii. Repair the building or structure as soon as is practicable;
 - iv. Remove any smoke damaged or other defacement from the exterior walls of the building or structure and;
 - v. If necessary, demolish the building as is practicable with a valid demolition permit.

4. DRAINAGE AND SEWAGE

- 4.1. Sewage or organic waste shall be discharged into a sewage system where such system exists. Where a sewage system does not exist, sewage or organic waste shall be disposed of in accordance with the polices of the Environmental Protection Act.
- 4.2. Storm water shall be drained from the property to prevent excessive ponding, the entrance of water into a building or in such manner so as to not affect adjacent properties.
- 4.3. Exterior property areas shall be graded and maintained to prevent ponding of water creating an unsafe condition. Catch basins and swales shall be installed and maintained where necessary to facilitate drainage and so as not to impede natural flow of water.
- 4.4. Where eaves-trough are provided, every eaves-trough, roof gutter and down spout shall be maintained and in good repair. Repairs include the repairing, replacing, or restoring of defective or missing parts or components. Where down spouts are not connected to a sewer, provisions shall be made to direct water drainage away from foundations to prevent soil erosion.

5. STRUCTURAL STANDARDS

5.1. Standards

5.1.1. Basements:

Every basement and crawlspace in a dwelling shall be adequately drained and ventilated to the outside air.

5.1.2. Foundations:

The foundation walls shall be maintained in good repair and structurally sound.

5.1.3. Cleanliness:

Where a public corridor or exit serves more than one dwelling unit, it shall be kept free of rubbish, debris, or conditions which constitute a fire, accident, or health hazard.

5.1.4. Occupancy Standards:

No person shall use or permit the use of a non-habitable room in a building for a habitable purpose.

5.2. Structural Capabilities

- 5.2.1. Every building and every structural member of building shall be maintained in a structurally sound condition to be capable of sustaining safely its own weight and any additional weight that may be out on it through normal use. Material which has been damaged or shows evidence of rot, or other deterioration shall be repaired or replaced.
- 5.2.2. Every exterior wall, roof, porch, chimney, or exterior portion of a building or structure shall be maintained in a manner to prevent a collapse and to provide adequate protection against weather, and to prevent conditions which do, or may, pose a risk of injury to the occupants of the dwelling or to the public in general.
- 5.2.3. Every stair, porch, balcony, or landing shall be maintained in good repair and be free of any defects which constitutes possible accident hazards.
- 5.2.4. Windows, roofs, exterior doors, and basement hatchways shall be maintained in good repair to prevent the entrance of outside weather elements into the building.

5.2.5. The exterior walls and their components shall be maintained to prevent their deterioration due to weather and shall be maintained by painting, restoring, or repairing the walls.

5.2.6. A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24 inches) between adjacent levels. A handrail shall be installed and maintained in good repair for all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches, and balconies. Guardrails, balustrades, and handrails shall be constructed and maintained in a rigid nature, as defined in The Ontario Building Code.

5.2.7. Accessory buildings, fences, and other structures appurtenant to the property shall be maintained in a structurally sound condition, in good repair, and free from fire, health and safety concerns.

6. **RENTAL PROPERTIES**

6.1. All rental properties shall be maintained according to the requirements set forth in the Tenant Protection Act and amendments thereto and in accordance with the provisions of this By-law.

7. **VACANT LANDS AND BUILDINGS**

7.1. Vacated lands and buildings shall be maintained to the standards described in the By-law.

8. **ADMINISTRATIVE AND ENFORCEMENT**

8.1. **Property Standards Committee**

A Property Standards Committee shall be established to receive complaints made under this By-law and to forward valid complaints to the appropriate official of the Township of Ryerson. The Committee shall be comprised of all members of Council. The Chief Building Official and By-law Enforcement Officer shall be considered ex-officio members of the Committee.

8.1.1. All complaints must be submitted in writing, signed by the complainant, and submitted to the Secretary of the Property Standards Committee.

8.1.2. The Secretary shall, within a predetermined period of time, call a meeting of the Property Standards Committee.

8.2. **Non-Compliance**

The owner of the property does not conform to the standards set out in this By-law they shall repair and/or maintain said property to comply with the standards or the property shall be cleared of the non-conforming buildings, structure, debris or refuse and leave it in a neat and graded condition.

8.3. **Notice of Violation**

The notice shall be sent to the last known address of the owner and shall state the following:

8.3.1. That the property does not comply with the standards prescribed by this By-law and shall specify the standards with which the property does not comply.

8.3.2. That after a certain date specified in the notice of non-compliance by the Officer, the property will be subject to a reinspection at which time the Officer may issue an order.

8.3.3. That the Office may be contacted for the purpose of requesting information and advice or reporting what action is being or will be taken to effect compliance with this By-law.

8.4. **Appeal of Notice**

The following process shall be followed on all appeals:

8.4.1. When an owner or occupant upon whom an order has been served in accordance with the *Building Code Act*, 1992, S.O. 1992, c. 23., is not satisfied with the terms or conditions of the Order, he may appeal, by registered mail, to the Secretary of the Property Standards Committee within fourteen (14) days after service of the Order and, in the event that no appeal is taken, the order shall be deemed to have been confirmed.

8.4.2. The Secretary of the Property Standards Committee, in receipt of the notice of appeal shall:

- (1) Determine the date, place, and time of the hearing of appeal, which shall take place not less than seven (7) days and not more than thirty (30) days from the date of receipt of the aforesaid notice, and;
- (2) Give notice in writing of the date, place and time of the hearing referred to in paragraph 8.4.3, to both the appellant and the Office who issued the order.

8.4.3. The Secretary of the Property Standards Committee shall hold the hearing at the date, place and time set out in the notice.

8.4.4. The Property Standards Committee may

- (1) Confirm the order;
- (2) Modify or quash the order, or;
- (3) Extend the time for complying with the order provided that the general intent and purpose of this By-law is maintained.

8.4.5. The Property Standards Committee shall give its decision in writing.

9. **ENFORCEMENT**

This By-law shall be enforced on a complaint basis and pursuant to the provisions of Section 15 of the Ontario Building Code Act, as amended.

10. **PENALTIES**

Any person who fails to comply with an order issued pursuant to this By-law is guilty of an offence and, upon conviction, is subject to a penalty provided by the Building Code Act and/or the Provincial Offences Act.

11. **POWER OF MUNICIPALITY TO REPAIR OR DEMOLISH**

Where an owner or occupant of the property fails to take such steps as may be necessary to bring a property into compliance with this By-law, the Municipality, or person acting on its behalf, shall:

- (a) Have the right to enter upon the property to affect such repairs, clean-up, demolition or other remedial steps as may be required to bring the property into compliance with the standards herein and neither the Municipality, nor anyone acting on its behalf shall be liable to compensate the owner, occupant or any other person by reason of anything done by or on behalf of the Municipality in the reasonable exercise of these powers; and
- (b) Shall have a lien on the property for the amount spent by, or on behalf of the Municipality in accordance with this By-law, together an administrative fee of 10% of the amount spent, and the total shall have priority lien status as described in Section 1 of the *Municipal Act*, 2011, S.O. 2001, c. 25.

12. CERTIFICATE OF COMPLIANCE

12.1. Issuance

Following the inspection of a property, the Officer may, or on the request of an owner, shall, issue to the owner a certificate of compliance if, in his opinion, the property is in compliance with the standards of this By-law.

12.2. Fees

Where a certificate of compliance referred to in Section 15 of the Ontario Building Code Act is issued at the request of the owner, the owner shall be required to pay the fee to the Municipal Corporation of the Township of Ryerson.

13. OTHER REMEDIES PROTECTED

The imposition of a penalty under this By-law shall not be a bar to further prosecution under this By-law and shall not preclude any other proceeding or remedy against a person or a building which does not conform to the standards of this by-law.

14. OTHER BY-LAWS

If a provision of this By-law conflicts with a provision of another By-law of the Corporation, the provisions which established the higher standard to protect the health, safety, and welfare of the occupants and of the general public shall prevail.

15. ENACTMENT

That this By-law shall come into force and take effect upon its passing.

Read a first, second and third time,
Signed and the seal of the
Corporation affixed thereto and
finally passed in open Council this
___ day of _____ 2024

Mayor

Clerk

	<h2>Staff Report</h2>
To:	Council
From:	Clerk
Date of Meeting:	April 30, 2024
Report Title:	2024 Yard Sale
Report Date:	April 19, 2024

Recommendation:

That Council receive this report and the poster and let staff know if you would like to see any changes made to the 2024 Community Yard Sale poster by Friday May 3rd.

Background:

The 'Annual' Ryerson Township Yard Sale is scheduled for Saturday June 22, 2024. We schedule this event the weekend before the July 1st Canada Day long weekend, as there are so many events scheduled for Canada Day in the area.

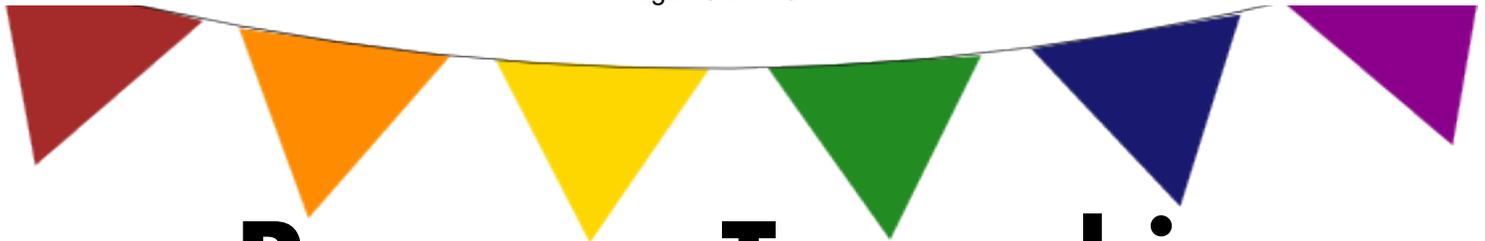
The scheduled date goes ahead rain or shine, we do not provide an alternate date. If it rains a few vendors still arrive and Council sets up to cook, but as expected it is not well attended in the rain. So, we will hope for good weather!

Attached is a copy of the flyer for the event. It runs from 8:00 a.m. to Noon, however vendors (and some shoppers) arrive early to get set up and get the best treasures!

This year we will continue with the usual format. Council should arrive early to help staff set up. We have a tent shelter set up at the first bay of the garage. Council does the cooking: BBQ peameal on a bun and hot dogs. We have water and pop, coffee available too.

We do not charge for the food and beverages, and we set out a donation jar, asking for cash donations to the food bank.

There is no charge for the vendors to set up at the yard sale and fund-raising groups such as the Friends of the Library and Food Bank are welcome to be vendors too. It is intended to be a fun community event, for people to meet their neighbours and Council and get the best bargains around!!



Ryerson Township Community

Y A R D S A L E

Time: SATURDAY JUNE 22ND @ 8AM-NOON

Location: 28 Midlothian Rd, Burk's Falls, ON

RAIN OR SHINE

CASH ONLY

PLENTY OF PARKING



FREE OR CASH DONATION

- Pop
- Water
- Coffee
- Peameal on a Bun
- Hotdogs



**CASH DONATIONS WILL BE DONATED TO THE
BURK'S FALLS & AREA FOOD BANK!**



VENDORS CALL 705-382-3232 NOW

TO RESERVE YOUR FREE SPOT.

ALL ARE WELCOME!



Don't forget to bring your own
tables and chairs.



RAIN OR SHINE

CASH ONLY

PLENTY OF PARKING

	Staff Report
To:	Council
From:	Clerk
Date of Meeting:	April 30, 2024
Report Title:	Magnetawan River Watershed Management
Report Date:	April 19, 2024

Recommendation:

That Council receive this information regarding the recent high-water event within the Magnetawan Watershed.

Background:

Recently a resident expressed concerns of community safety, the environmental impact from the high water, and property conservation affected by the high waters specifically as it affects the banks along the Magnetawan River within the Provincially Significant Wetlands (PSW).

When managing the build up of the waters in the system, is the fragility of the eco system a consideration? When a significant water intake occurs, and the banks of the river are breached is helpful or harmful to the wetland? What precautions are the Township and the MRNF taking to protect residents' properties in the management of these water levels?

The Water Management Department of the Bracebridge, Minden, Parry Sound District, Ministry of Natural Resources and Forestry provided the Township with the following information about the recent high-water event within the Magnetawan Watershed.

Between April 12 and April 14, 2024, portions of the Magnetawan River watershed received upwards of 60 mm of precipitation that produced significant runoff into local rivers and streams. Following this rain event, water levels on managed lakes throughout the watershed are generally at or slightly above the normal operating zone for this time of year. The Magnetawan River Watershed is presently under a Watershed Conditions Statement – Water Safety Bulletin, and many watersheds across Central Ontario are experiencing similar trends due to recent rainfall.

Dam operators across the Magnetawan River Watershed work collaboratively to manage the system in a safe and responsible manner. The Magnetawan River system is complex, with many factors impacting water levels, including physical geography, precipitation, and temperature. It is a cascading system where water is funneled from the top of the system to the narrowest point of discharge near the bottom of the watershed, at Byng Inlet and into Georgian Bay. This means that water levels within Burks Falls area are not only influenced by local inputs such as rain but are also impacted by inputs from upstream in the watershed.

Dam operations are focused on balancing upstream and downstream impacts from high water levels and flows. Ministry dams are not flood control structures. Flood control structures require a large lake/reservoir with draw-down capacity in order to store or hold back flood waters. The existing dams do not have the design or functional ability to mitigate flooding or keep water levels within a narrow range. Lake levels and river flows are anticipated to remain high as additional precipitation is received across the watershed today. As precipitation subsides this weekend and into next week, it is anticipated that lake levels and river flows will stabilize and begin to trend down once inputs subside across the watershed.

With respect to your concerns about the local wetlands, any wetland, particularly floodplain wetlands, have the capacity to temporarily store flood waters during high runoff events and are an essential part of every watershed. Wetlands have often been referred to as natural sponges and soak up water, storing either flood waters that overflow riverbanks or surface water that collects in isolated depressions during high water and flooding events. As flood waters recede, the water is released slowly from the wetland soils. By holding back some of the flood waters and slowing the rate that water re-enters the stream channel, wetlands can reduce the severity of downstream flooding and erosion and are resilient during high water events.

	Staff Report
To:	Ryerson Township Council
From:	Clerk/ Nancy Field
Date of Meeting:	April 30, 2024
Report Title:	Fees By-law Update
Report Date:	April 19, 2024

Recommendation:

That Schedule A of Fees By-law 31-23 be amended as per the attached, revised schedule.

Purpose/Background:

On August 8, 2023, Ryerson Township Council adopted Fees By-law 31-23, which included a five-year forward-looking schedule for all fees charged by the Township.

With some recent changes to the By-laws the fees have had to be amended to represent the changes.

A monthly fee for trailers up to three months and a fee for 6+ years has been added to the Administration Fees and charges schedule "A" and are requesting that Council approve this amendment.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # -24



**BEING A BY-LAW AMENDING SCHEDULE "A" TO PROVIDE FOR FEES CHARGED
FOR ADMINISTRATION
BY THE CORPORATION OF THE TOWNSHIP OF RYERSON**

WHEREAS the Corporation of the Township of Ryerson charges various fees for licenses, permits, and services offered by the Corporation;

AND WHEREAS Section 8 of the *Municipal Act*, S.O. 2001 provides that the powers of a municipality under the Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, power and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

AND WHEREAS Section 391 of the *Municipal Act*, 2001, c 25, as amended, gives authority for a municipality to impose fees or charges on persons,

- a) For services or activities provided or done by or on behalf of it;
- b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) For the use of its property, including property under its control

AND WHEREAS Section 398 of the *Municipal Act* provides the municipality with authority to add unpaid fees and charges, including any interest on the unpaid balance, to the tax roll for any real property within the Municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in the same manner as municipal taxes;

AND WHEREAS pursuant to Section 69 (1) of the *Planning Act*, R.S.O. 1990, C.P. 13, a Council of a Municipality may, by by-law, prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Corporation deems it advisable to create a comprehensive by-law to provide for the charging of fees;

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

1. That Schedule 'A' of By-law 31-23 be amended as per the Schedule 'A' annexed to and forming part of this By-Law, and shall be charged for licences, permits, services and documents listed therein.
2. That all other provisions of By-law 31-23 shall remain in force and effect.
3. This by-law shall come into force and effect on the date of passing.

Read a First, Second, and Third time,
Signed and the Seal of the Corporation
affixed thereto and finally passed in
Council this 30th day of April, 2024.

MAYOR

CLERK



CORPORATION OF THE TOWNSHIP OF RYERSON
SCHEDULE "A" TO BY-LAW #__-24
ADMINISTRATION FEES

Description of Fees	2023	2024	2025	2026	2027
Administration fee for by law enforcement to be recovered from revenue from fines (By Law officer fees are additional)	\$ 50.00 +	\$ 50.00 +	\$ 50.00 +	\$ 50.00 +	\$ 50.00 +
Commissioning of Documents	\$ 15.00	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00
Certification of Documents	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Facsimile (send or receive) - per page	\$ 1.50	\$ 1.50	\$ 1.60	\$ 1.60	\$ 1.60
General Letters- Administration Fee	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00	\$ 39.00
Official Plan Copy	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Zoning By-law copy	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Colour Copies of Zoning/Official Plan Document					
Schedules - per page	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
NSF Cheques	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00
Photocopies- Black and white, per page	\$ 0.75	\$ 0.75	\$ 0.75	\$ 0.75	\$ 0.75
Photocopies- Colour, per page	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50
Recording of Council Meeting- per meeting	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
Records Search (archived documents)- 1 hr Minimum	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00	\$ 39.00
- per hour thereafter	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00	\$ 39.00
Removal and destruction of Election Signage	\$ 70.00	\$ 72.00	\$ 74.00	\$ 76.00	\$ 78.00
Ryerson History Book	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
Replacement Landfill Card	\$ 11.00	\$ 11.00	\$ 11.00	\$ 12.00	\$ 12.00
Ryerson Pins	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Trailer License - Annual (Year 1-5)	\$ 480.00	\$ 500.00	\$ 520.00	\$ 540.00	\$ 560.00
Trailer License - Extension (Year 6+)	N/A	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 1,300.00
Trailer License- One month	N/A	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00
Trailer License- Two month	N/A	\$ 250.00	\$ 255.00	\$ 260.00	\$ 265.00
Trailer License- Three month	N/A	\$ 375.00	\$ 380.00	\$ 385.00	\$ 390.00
Trailer Camp License- up to 5 Trailers	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 600.00
Trailer Camp License- each additional trailer	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00
Freedom of Information Request	As set out under MFIPPA				

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Fred Schmeltz Roads Supervisor
Date of Meeting:	April 30, 2024
Report Title:	Monthly Update
Report Date:	April 19-2024

Purpose/Background:

April has been a very wet month. Flood notices and rain fall warnings have continued for the past few weeks.

April 3rd heavy winds caused significant number of trees to fall throughout the township. We deployed two crews to clean up the damage.

April 12th the roads department was deployed for emergency ditching and washout repairs due to significant rain fall.

April 15th the rain fall caused a beaver dam to fail on Royston Road Extension. The water pushed through Royston Road flowing Northerly. The water then followed the water course and turned Westerly to push through Harrison Road as well. Washing roughly 3 to 4 feet of road material away. We were forced to close the roads from Sunday until Tuesday when water levels subsided, and we could facilitate repairs. The repairs took 1.75 days roughly to complete. 16 truck loads of material were required to repair the damage. Repairs are complete. Royston was opened on Tuesday the 16th and Harrison was opened Wednesday the 17th.

We have deployed the grader when able, to combat potholes. Patching operations have been ongoing as well.

Additionally, we deployed snow removal equipment twice in early April.

The excavator was out brushing for 4 days.

Bell Canada has requested permission to bury Fiber Optic cables in Ryerson Township. I met with the Supervisor doing the installs April 9th. As per the "Broadband Act" I agreed to the installation Locations with a few conditions.

- 1) All lines will pass under any intersecting Culverts.
- 2) 2 locations are future sites for new ditches – the lines will run outside the ditching area at both (Midlothian Road on MC-01) and (Starratt Road location on MC-04)
- 3) I will meet with the on-site foreperson before work begins and throughout the installation.
- 4) They have agreed to "move the cables to outer edges of the ditch line where possible.
- 5) Any road crossing point will be at a depth of 1.016 meters or more. The lines will give way to all Municipal property and infrastructure where applicable.
- 6) If lines need to be moved in the future it will be at Bell's expense and no cost to the township.



Councilor Report

To:	Ryerson Township Council
From:	Beverly Abbott
Date of Event:	April 17, 2024
Topic:	Library Board
Report Date:	April 18, 2024

Importance to the Township of Ryerson:

Penny Robb, our chair, has resigned due to personal reasons. She has been an asset to our Board and we will miss her. Penny has served our community for a number of years. She represents Burk's Falls so we will be looking for a new member.

A correction needs to be made regarding Ryerson's share of the \$50,000 expense in order to have the site shovel ready for tender. Burk's Falls will give \$12,500, Armour \$12,500 and the Library Board \$12,500. This will give the three municipalities an equal share in the preliminary process.

The Board approved the moving of the Surplus to Future Needs Reserve. Our fund raising/building committee will be meeting once we have the preliminary results from the engineer.

The library has received a beautiful polar bear skin rug donated by a local patron who wishes to remain anonymous. The item was presented to the donor by a local Inuit elder for the work done in the north over a period of many years. It has been in storage for 25 years. Nieves is consulting the Indigenous community to ensure that we are not breaking in rules when it is displayed. The plan is to install it on the wall at the back of the library. She will also consult how to install it properly. Going forward it will be displayed in our new library building.

The Joy of Reading held in Perry Township was a huge success. The Friends of the Library assisted in this event with three volunteers and contributed food and beverages. Kath Roberts, one of our volunteers was delighted to watch the children transfixed when the authors gave their presentations. They were fully engaged and interacted without persuasion.

May 25th 10-12 the Friends' annual plant sale to be held across from the library.



Ministry of Municipal Affairs minister.mah@ontario.ca
Ministry of Finance Minister.fin@ontario.ca
Ontario Tax & Revenue Association webmaster@omtra.ca
Association of Municipalities Ontario resolutions@amo.on.ca
MPP Bob Bailey bob.baileyco@pc.ola.org
(sent via e-mail)

April 12th, 2024

Re: Municipalities Retaining Surplus from Tax Sales

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on April 10th, 2024, passed the following motion supporting the resolution from the Municipality of St. Charles regarding municipalities retaining surplus from tax sales.

Motion #13

Moved by Councillor Mike Vasey

Seconded by Councillor Bob Woolvett

That Council support correspondence item 'h' from the municipality of St. Charles regarding Support for Municipalities to Retain Surplus from Tax Sales.

Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at eflynn@plympton-wyoming.ca.

Sincerely,

Ella Flynn
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc: All regional Municipalities

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE



Regular Meeting of Council

Agenda Number: 10.3.
Resolution Number 2023-151
Title: Resolution Stemming from May 17, 2023 Regular Meeting of Council (Item 9.1 - Correspondence #9 and 15) and from the June 21, 2023 Regular Meeting Council (Item 9.1 - Correspondence #19)
Date: July 19, 2023

Moved by: Councillor Loftus
Seconded by: Councillor Lachance

WHEREAS prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001, allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction;

AND WHEREAS the current Public Tax Sale process is a burdensome process to a municipality that invests a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles supports the Corporation of the Town of Essex in the reinstatement of previous legislation that permitted municipalities to apply for and retain surplus proceeds from tax sales in their jurisdictions;

AND BE IT FURTHER RESOLVED THAT this Resolution be circulated to the Ministry of Municipal Affairs and Housing (MMAH); the Ministry of Finance (MOF); the Ontario Municipal Tax & Revenue Association (OMTRA); the Association of Municipalities of Ontario (AMO), the local Member of Provincial Parliament (MPP); and, all Ontario Municipalities.

CARRIED


MAYOR

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



Wednesday, April 10, 2024

Matthew Pearson
Chair
Ausable Bayfield Maitland Valley Source Protection Committee
71108 Morrison Line
RR3, Exeter Ontario
N0M 1S5

SENT VIA EMAIL: mpearson@bmross.net

RE: Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report

Dear M. Pearson,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren
Seconded By: Deputy Mayor Noel

That the Town of Goderich direct a letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That area municipalities, the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

A handwritten signature in cursive script that reads "Andrea Fisher".

Andrea Fisher
Director of Legislative Services/Clerk
/ar

cc. Premier Doug Ford premier@ontario.ca
Hon. Paul Calandra Paul.Calandra@pc.ola.org

The Town of Goderich
57 West Street
Goderich, Ontario
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www.goderich.ca



MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
MPP Andrea Khanjin, Minister of Environment Conservation and Parks
andrea.khanjin@pc.ola.org
MPP Stan Cho, Minister of Long-Term Care Stan.Cho@pc.ola.org
Ontario Municipalities



Township of Horton
2253 Johnston Rd. Renfrew, ON K7V 3Z8
(o) 613-432-6272
(f) 613-432-7298
reception@hortontownship.ca

CERTIFIED TRUE COPY

Moved by: Councillor Campbell

Resolution No.: 2024-40

Seconded by: Councillor Humphries

April 2, 2024

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income redistribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;



Township of Horton

2253 Johnston Rd. Renfrew, ON K7V 3Z8

(o) 613-432-6272

(f) 613-432-7298

reception@hortontownship.ca

NOW THEREFORE, BE IT RESOLVED THAT the Township of Horton requests the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

AND FURTHER THAT a copy of this motion is sent to the Premier of Ontario, Doug Ford; the MPP, John Yakabuski; and all municipalities in Ontario.

X CARRIED



Hope Dillabough, CAO/Clerk

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE



Regular Meeting of Council

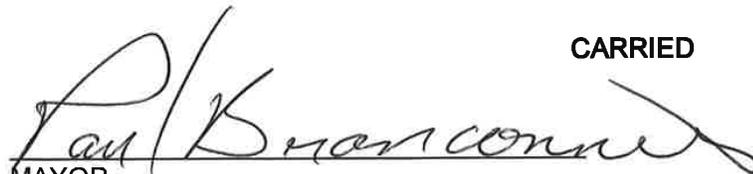
Agenda Number: 8.3.
Resolution Number 2024-071
Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #8
Date: March 20, 2024

Moved by: Councillor Pothier
Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED


MAYOR



January 24, 2024

VIA ELECTRONIC MAIL

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Recipient:

Re: Household Food Insecurity

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (ALPHA) resolutions: [A05-18](#) (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), [A18-02](#) (Minimum Wage that is a Living Wage), [A15-04](#) (Basic Income Guarantee), and [A23-05](#) (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and

THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.

Sudbury

1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON P0M 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON P0P 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

34 rue Birch Street
Box / Boîte 485
Chapleau ON P0M 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



Letter
Re: Household Food Insecurity
January 24, 2024
Page 2

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children's health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC
Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services
Honourable Peter Bthlenfalvy, Ministry of Finance
Honourable Paul Calandra, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Deputy Premier and Minister of Health
France G elinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
Dr. Kieran Moore, Chief Medical Officer of Health
Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council
Richard Lathwell, Local Food Manitoulin
Colleen Hill, Executive Director, Manitoulin Family Resources
All Ontario Boards of Health
Association of Local Public Health Agencies

Letter

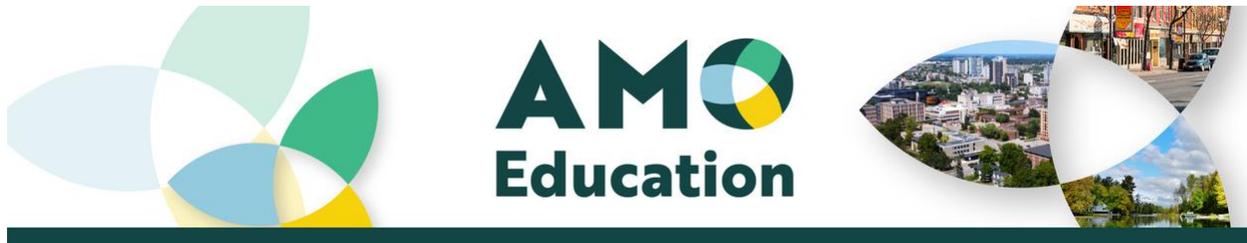
Re: Household Food Insecurity

January 24, 2024

Page 2

PROOF (2023). What are the implications of food insecurity for health and health care? Identifying Policy Options to Reduce Household Food Insecurity in Canada. Retrieved from: <https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-andhealth-care/>

Tarasuk, V., Cheng, J., de Oliveira, C., Dachner, N., Gundersen, C., Kurdyak, P. (2015). Association between household food insecurity and annual healthcare costs. Canadian Medical Association Journal. 1 87 (14) E429-E436. DOI: <https://doi.org/10.1503/cmaj.150234>



AMO Councillor Training - *Refresh and Refine*

AMO continues to develop ways to support you on the varied and many aspects of your local leadership role.

As you near the mid-point of your term, AMO is providing educational workshops that will support you in deepening your leadership in your council and community roles.

Refresh and refine your comprehension and approaches through an interactive workshop that explores the nuance and expectations of:

- Roles and Responsibilities
- The role of Municipal Staff
- Councillors as Individuals versus/and as a Member of Council
- Personal liability
- Municipal Conflict of Interest
- Code of Conduct
- The Role of Integrity Commissioners
- Provincial legislation and policy
- Municipal Finance and Strategic Planning
- Fiscal responsibilities, and realities
- Financial Reporting and Asset Management

This one-day workshop will be offered **virtually**.

Fee: \$575.00 (+HST)

A \$75.00 cancellation fee applies.

Participation is limited to 30 per session.

Date:

[May 14, 2024](#)

****Sessions are from 9:00 AM to 5:00 PM****

Testimonials:

"Well worth the time – whether new to the job or seasoned"

"My father served as Councilor, Deputy Mayor, Mayor, and Warden so I thought I knew a lot about councils. Wrong! I highly recommend this course for the information and links to resources new members will require."

*"I was feeling a little lost in my small rural Township as a newly elected council member. Taking this training helped me to realize that my feelings were normal and on the correct path. The presenters helped me to understand my role, the major pillars and responsibilities of being a council member and most importantly, continued my passion for why I ran in the first place. I highly recommend this training to newly elected council members and those with experience. **We are all lifelong learners!**"*

<https://www.youtube.com/watch?v=MM8-Oy0IHdg>

[Register Here for Councillor Training - Refresh and Refine](#)

See information on other AMO Education opportunities [here](#).

For questions, please reach out to events@amo.on.ca



P.O. Box 463, Burk's Falls, Ontario P0A 1C0
Phone: 705-571-3308
Email: info@burksfallsdistricthistoricalsociety.com
www.burksfallsdistricthistoricalsociety.com
Like us on Facebook

Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township

Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

**MINUTES
REGULAR MEETING
Burk's Falls & District Historical Society
Fell Homes, Burk's Falls
Monday, April 15, 2024**

Members Present: Diane Brandt – President
Krista Trulsen – Vice President
Jenny Hall - Treasurer
Charlene Watt – Deputy Treasurer/Secretary
Ryan Baptiste
Kirk Du Guid
Peter Hall
Nieves Guijarro
Jarv Osborne
George Sterling

The Members present constituted a quorum.

Call to Order:

The meeting was called to order at 7:00 p.m.
Diane Brandt in the Chair.

Welcome:

Diane welcomed Members. Regrets from Barry Burton.

Approval & Amendments of the Minutes of the Last Meeting:

Acceptance of minutes and adoption of the March 18, 2024 Meeting Minutes as circulated:
Moved by George Sterling, Seconded by Jarv Osborne. Carried

Treasurer's Report:

Treasurer's / Financial Report was presented by Diane Brandt. Main bank account balance was \$9,042.31 on March 31, 2024. The cell phone is no longer offered with a free monthly plan from Rogers. A payment plan has been set up to withdraw the monthly fee of \$3.49.
Motion to accept the Treasurer's report and pay the monthly invoices: Moved by George Sterling, Seconded by Kirk Du Guid. Carried



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112 Midlothian Road
Ryerson Township

Committee Reports:

Wiseman's Corner Schoolhouse Update:

Diane Brandt reported to Members that a quote was received from Jill Latendre, Klink Enterprises in the amount of \$300 + HST to spring clean the heritage centre. Members discussed the quote and requested that Diane advise the cleaner of air quality concerns in the building. **Motion to accept the quote for spring cleaning services of the Wiseman's Corner Schoolhouse in the amount of \$300 + HST from Klink Enterprises: Moved by Jarv Osborne, Seconded by Jenny Hall. Carried**

Watt Farm House Update:

Diane Brandt advised Members that the Burk's Falls Cub Scouts will be attending on May 27, 2024 from 6:00 p.m. to 8:00 p.m. during their regular weekly meeting for a tour of the building and to learn about local history. Members were invited to attend to assist Diane.

Correspondence:

No correspondence.

Nomination and Election of Officers:

Nomination for the 2024/2025 Treasurer Officer was made and discussed by Members:

Jenny Hall was nominated as Treasurer by Diane Brandt and seconded by George Sterling. Jenny Hall accepted the nomination.

General Business:

Heritage Festival 2024:

Members reviewed the Heritage Festival April 2024 Report and the assigned duties.

Crowd Favourite Ballot Box Counting: Charlene Watt, Kaiyla Hoffmann & Diane Brandt

Selection of Heritage Festival Car Show Award: George Sterling, Barry Burton & Eugene

Order Popcorn & Small Bags from the Village of Burk's Falls: Nieves Guijarro

Dunk Tank Co-ordinator: Mike Quinton

Donation Jars/Cash Boxes: Diane Brandt will bring the cash box and \$200 float for the dunk tank and two donation jars (one for the Historical Society tent, one for the Car Show Judging Station).

Event Programme: Diane Brandt and Charlene Watt

Event Poster: Diane Brandt

Field Games: Krista Trulsen with 3-4 volunteers. George Sterling advised Krista of two volunteers: Shelly and Dennis.



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Phone: 705-571-3308
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Ryerson Township

Diane Brandt is looking into purchasing a 10' x 20' canopy tent for the Historical Society on centre field. The two 10' x 10' canopy tents will be used at the popcorn booth and the children's game area.

Members reviewed the Heritage Festival/Heritage Centres advertisement that will be included in the 2024 Chamber of Commerce publication.

Historical Building Donation:

Members were updated on the status of the visit to the proposed historical building donation at 291 Doe Lake Road. A visit by Members, the Fire Chief and the Fire Prevention Officer is scheduled for Saturday, April 20, 2024 at 2:00 p.m. Barry Burton, Diane Brandt, and Krista Trulsen volunteered to attend the site visit. Members will report to the Township of Armour after the visit.

Dehumidifier / Air Purifier Purchase for Schoolhouse:

Diane Brandt presented to Members the details on the dehumidifier and air purifier that she purchased from Costco. It was recommended through reviews to not buy a combined dehumidifier and air purifier as equipment failure often results in a duplicate loss. The dehumidifier that was purchased offers a WIFI connection that advises when it is full of water. Diane also purchased the replacement retractable screen door from Costco that was discussed in the March meeting. Members discussed the appliances, including drainage and precautions to be taken in preserving wooden artifacts. George Sterling offered for the Ryerson Township's Roads Department to assist in draining the dehumidifier. **Motion to approve the purchase of a dehumidifier at a cost of \$249.99 + HST, an air purifier at a cost of \$239.99 + HST and a retractable screen door at a cost of \$229.99 + HST from Costco for the schoolhouse: Moved by Krista Trulsen, Seconded by Jenny Hall. Carried**

Microfiche Reader:

In response to last month's discussion, Nieves Guijarro will attend the Armour Municipal Office tomorrow to assess the microfiche reader that is being offered to the Historical Society and report back to Members on the capability of the equipment to our needs.

New Business:

Annual Municipal Support:

Diane Brandt informed Members that the annual donation from the Village of Burk's Falls has not been received to date. Ryan Baptiste will investigate and advise. Diane indicated that the donation request form was submitted prior to the municipality's deadline but has not heard back to date. Members are hopeful for the continued support.



P.O. Box 463, Burk's Falls, Ontario P0A 1C0
Phone: 705-571-3308
Email: info@burksfallsdistricthistoricalsociety.com
www.burksfallsdistricthistoricalsociety.com
Like us on Facebook

Heritage Centres
Watt Century Farm House
827 Chetwynd Road
Armour Township
Wiseman's Corner Schoolhouse
112 Midlothian Road
Ryerson Township

Young Canada Works – Heritage Co-ordinator Summer Student:

Diane Brandt updated Members on the status of the Young Canada Works program. The Historical Society has been approved for funding and a job posting is open for applications. The grant will provide \$5,800 in funding for a summer student with an employment term of June 10 to August 30 with an hourly rate of \$20 per hour/5 days per week. Kristoffer Trulsen-Hunt will return to work on weekends for July and part of August at the same rate and 6 hours a day. This will allow for the Watt Farm House to be open seven days a week this summer. At the end of the season, the Historical Society would owe the Township of Armour approximately \$2,000 to offset the students' cost. **Motion to reserve \$2,000 in the bank account to cover the costs for summer staff: Moved by Peter Hall, Seconded by George Sterling. Carried**

Adjournment:

The next meeting will be held on Monday, May 20, 2024 at Fell Homes. There being no further business, **George Sterling moved to adjourn the meeting at 8:12 p.m.**

Recorded by
Charlene Watt, Deputy-Treasurer/Secretary

Approved by
Diane Brandt, President



Director of Economic Development (DoED) Report
 April 25th, 2024 ACED Board Meeting

Core Activity Tracking – (Since last report)

Activity:	Interactions	Description
Business Assistance		
Start Up Files	2	SR, Perry
Expansion Files	0	
Developer Files	1	Armour
General Support	4	Burks Falls (2), Armour, Strong
Brand Ambassador	0	
High Priority	1	SR (1)
Business Visits	1	Strong (1)
Program Referrals	1	
AMP Program Files	1	
Marketing*		
ACED Website Updates		
Social Media Posting	22	2 (ACED FB), 17 (Explore Almaguin FB), 1 (TikTok), 2 (Instagram)
Facebook Reach	30.3k	
Facebook Likes/Followers	3,890	2,164 (Explore Almaguin FB), 1,726 (ACED FB)
Facebook Engagement	48,887	Facebook Ad Engagement for summer video release
Website Tracking		
Total Users / Views	2,700	
Most viewed pages (besides landing page)	770	Trip Ideas
Communications		
Email Blasts	0	
Organization Meetings	2	NECO, Chamber Social
Partnership Projects	2	AHCC Guide Articles (2)
Council Presentations	0	
Member Interactions / Support Requests	3	Armour, South River, AHCC
Support Opportunities	0	
Media Comment Requests	1	Almaguin Community Bus Press Release

Current Files & Projects

Project 1C – AHCC Partnerships

Staff continue to work with Client First Services to develop the map for the Community Guide. Each ACED Staff member is also writing an article to contribute to the guide. The CO wrote two articles, one about What Makes Almaguin, Almaguin and a second piece on the history of Almaguin.

The new AHCC Executive Director, Sandra, has started her position with the Chamber, and has join ACED at the Armour Township Office. The DoED has offered to support the Executive Directors training and orientation as required or requested.

Project 2B – Regional Recreation & Municipal Support

Staff assisted the Village of South River in hosting and reporting on their public engagement survey. Supports included survey response management (removal of surveys with 0% completion and disqualified responses) and formatting final reports to meet municipal needs.

Staff have assisted in the promotion of the Village of South River's Request for Expressions of Interest for the Happy Landing (former South River Brewing Co.) facility.

Staff provided application revision services to the Burk's Falls & District Historical Society's application to the Young Canada Works program for a summer student.

Project 3A – Long Term Housing

Housing Task Force Update

Next Meeting: April 25th, Strong Township.

The DoED has prepared a draft initiative overview and recommendations summary for Task Force members to review. Following review and comments from members, the Task Force will finalize the report and distribute it to municipalities and organizations along with a recommendation to review and adopt the report and implement as each organization sees fit.

Project 3B – Transportation

Burk's Falls Community Bus Partnership Opportunity

The Director has developed a draft community bus activities report which has been circulated to the Community Bus Committee for review and comment. Once finalized, the report is intended to be circulated to Almaguin Municipalities with a request for support in principle. The DoED believes that formal municipal support is required prior to investing more resources in to investigating the initiative further.

Project 3C – AHSS Student Engagement

AHSS Life Skills Workshop

The EDO, in partnership with the Mayor of Sundridge and the Student Council president at AHSS, put together a Life Skills Workshop for students. The intention of the workshop was to provide Grade 12 students the opportunity to learn some skills before graduation. The Grade 12 class rotated through 4 presentations including financial planning, mortgages and credit scores, insurance, and interview skills/developing a resume and cover letter. The presentations were well received by students and supervising staff, and the interest to continue these presentations in following years has been expressed. The EDO developed a survey for students to get more feedback, which will be circulated by student council in the upcoming weeks.

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The Director has developed a draft community bus activities report which has been circulated to the Community Bus Committee for review and comment. Once finalized, the report is intended to be circulated to Almaguin Municipalities with a request for support in principle. The DoED believes that formal municipal support is required prior to investing more resources in to investigating the initiative further.

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Unfortunately, due to scheduling conflicts, The Business Centre is not able to come and present to students this year about The Summer Company Program. As a plan B, The EDO has shared the longitudinal survey with student council, who will then try to circulate the survey between now and the end of the school year, so that we can continue to have year-over-year comparable data.

Project 4A – Brand Strategy Implementation

Staff are currently reviewing the results for the 'Spotlight Almaguin Project' as a whole. These results will be published in a separate report intended for all stakeholders (ACED Members, funding partners and others). With the approved extension of the FedNor and OMAFRA funding agreements, there is expected to be some change between now and the end of July; however, current results largely exceed original estimates. The report will be generated and should be available for the May ACED Meeting.

Explore Almaguin Website

The Explore Almaguin website has been seeing significant gains due a Geofencing and 24-week programmatic digital advertising campaign ACED implemented through Metroland Media. The page being used as a landing page is the Trip Ideas page which hosts multiple itineraries for the region. A sign-up form for the upcoming seasonal newsletter is listed at the bottom of the latest itineraries created for the 2024 Cottage Life Show. Staff are currently working with the web developer to get a pop-up sign-up form for the page to populate when visitors land on the home page.

The CO published a summer recreation article on the Tourism and Lifestyle page that went live as of April 19.

Social Media

Explore Almaguin socials continue to see positive growth. Business Feature Fridays often see significant organic engagement.

Explore Almaguin Socials	Last report	Current
Facebook	2,558	2,593
TikTok	395	414
Instagram	646	657

Photography and Videography

Patrick continues to send us b-roll footage and pictures from our shoots. We are still waiting for 2 finalized videos that will be promoted across the region. The spring/summer promotional video has been posted to Facebook and has been boosted for more engagement. Currently, the video has been seeing great traction and engagement.

Summer Video – Reach: 23,724, Interactions:281, Dollars spent: \$150 of \$500 to date

Brand Ambassador Program

Carried over from last report

Following up from the Spring Cottage Life Show, Staff will host an event debrief to gather feedback from participating businesses and reinforce the need to track coupon code transactions throughout the remainder of the year. Based on the debrief feedback and 2024 results, ACED will determine whether there is interest in participating in future Cottage Life Show events.

Almaguin Marketing Partnership (AMP) Program Update

There are currently two outstanding approved projects for the AMP Program. Staff will be supporting the scheduling of this project in the near future.

- Outdoor Adventures ATV (South River / Joly)
- Steward Coughlin Riding Ranch (Machar)

Brand Strategy Media Push

Staff have engaged Metroland Media in a push-to-market media campaign which will run between March and September of 2024. Below is the project timeline and breakdown of activities.



Almaguin Community Economic
 CLIENT: Development
 DATE: 15-Mar-24
 REVISION: 1

							2024 Preliminary Media Plan (Option#)																	
							JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP	
Media	Circ.	Ad Size	Rate	# of Ins/ Imp.	TOTAL		1	8	15	22	5	12	1	8	15	22	5	12	19	26	2	9	16	23
MAGAZINE																								
ALGONQUIN LIFE	14,000	Full Page, 4C	\$1,200	1	\$1,200																			
MUSKOKA LIFE	14,000	1/3 Page, 4C	\$499	3	\$1,497																			
DIGITAL TACTICS																								
Programmatic Display Campaign (includes off network targeted ads via behavioural/contextual/search retargeting)	500,000	HTML 5 (BB/LB/DBB/MB)	\$1,000	6	\$6,000																			
Event Targeting/Geofencing		Big Box	\$500	1	\$500																			
Google Search/PPC			\$750	4	\$3,000																			

The total investment cost for the Metroland Campaign is approximately \$13,000.

The Communications Officer has led the creation of programmatic display ads and coordinating other campaign activities.

Project 4B – Tourism Promotion

2024 Cottage Life Show

*Note that some of the figures in the March Report we found to be inaccurate and have been adjusted below.

The Cottage Life Show took place on March 21st – 24th. As ACED’s first time representing the region on a larger scale, the team experienced a lot of engagement with current cottagers in the area, as well as potential tourists looking to explore new areas of Ontario. A more fulsome report will be prepared for next meeting, but preliminary results include:

- Approximately 600 rack cards handed out promoting exclusive discounts to local businesses, which will have further tracking data by the end of 2024.
- Over 700 magnets handed out, directing people to the website.
- 143 email subscribers who entered the giveaway and will be receiving quarterly tourism newsletters.
- 5 brand ambassador businesses attended the show to promote their business and the region.

Cottage Life Show Expenses Breakdown:

Category	Total AMT	Notes
Accommodations/Parking	\$ 1,826.16	2 Rooms
Meals	\$ 643.73	3 people - \$42.91/person per day
Mileage	\$ 533.00	2 vehicles
Cottage Life Badges	\$ 33.90	6 additional badges
Electricity service	\$ 247.47	
Event Insurance	\$ 159.00	
Booth Rental	\$ 3,299.60	10 x 10 booth
Marketing Materials	\$ 800.33	Rack cards and magnets
Total Expenses	\$ 7,543.19	454.57



RESOLUTION

2024-07

Be it resolved that the Almaguin Community Economic Development Board approve the February 22, 2024, ACED meeting minutes as: (please circle).

CIRCULATED

AMENDED

MOVED BY:

SECONDED BY:

CARRIED: Yes No

Comments:



RESOLUTION

2023-08

Be it resolved that the Almaguin Community Economic Development Board adjourn the April 25th, 2024, ACED Meeting at _____

MOVED BY:

SECONDED BY:

CARRIED: Yes No

Comments:



RESOLUTION

2024-____

Be it resolved that the Almaguin Community Economic Development Board

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes / No

Comments:

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES February 22, 2024

A regular meeting of the ACED Board was held at the Township of Strong Office and virtually on February 22, 2024 at 6:00pm.

Present: Margaret Ann MacPhail, Township of Perry, Chair
Wendy Whitwell, Township of Armour
Sheri Norman, AHCC Representative
Dan Robertson, Township of Ryerson
Justine Leveque, Village of Sundridge
Tim Bryson, Township of Strong
Chris Nicholson, Township of Joly
Brenda Scott, Village of South River
Trista Porter, MND
Ron Begin, FedNor

Regrets: Jennifer Farquhar, AHCC Representative
Chris Hope, Village of Burk's Falls

Staff: Dave Gray, Director of Economic Development
Courtney Metcalf, Economic Development Officer
Sarah Cooke, Communications Officer
John Theriault, Township of Armour

Guests: Rod Ward, Township of Armour
Vicky Roeder-Martin, Township of McMurrich/Monteith

Call to Order

The meeting was called to order at 6:00 pm.

Minutes

The minutes of the meeting of Thursday, January 25, 2024 meeting were adopted as presented.

Director's Report

The Director covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month. These included business assistance, marketing, ACED website updates, social media activities, and communications.

The Board had a discussion on the definition of “Red Flag” in the core tracking activities. Some board members felt it had a negative connotation. The Board decided to change the name to “High Priority”.

2. Some of the updates in the report included:

- a) AHCC Partnerships – Staff has attended two meetings and are contributing to the 2024/2025 Guide. Assisting with online and print maps.
- b) Regional Recreation & Municipal Support – Helping Heritage festival with grant application. Assisting Village of South River with a community engagement survey.
- c) Long Term Housing – Housing Task Force – Fourth meeting was held. Reviewed data provided by PSDSSAB and other data sets. Reviewed AI generated recommendations for rural communities. Will be establishing a preliminary set of priority recommendations.
- d) Transportation – Almaguin Community Bus survey has been completed and results are attached to agenda. Looking at instituting a pilot program and finding funding for it.
- e) Brand Strategy Implementation – This project is progressing with several actions taken on the website, social media, photography and videography, the Ambassador Program and the AMP program.
- f) Tourism Promotion – ACED will be attending the Cottage Life Show with the support of the Brand Ambassadors. Some businesses will join ACED at their booth.
- g) Shop in Almaguin Campaign – The 2023 Christmas Shop Local Campaign was a resounding success with 55 businesses participating and 5,927 ballots being filled by customers.
- h) Physical Brand Roll Out – Staff will complete the necessary pre-project planning in 2024 and apply for funding in 2025 to implement this program.
- i) 2024 EDCO Conference – Staff attended the conference and several sessions and technologies discussed created some possible opportunities which will be investigated.
- j) ACED Sustainability – ACED new fees and charges have been added to the Township of Armour’s Fee By-law. Copy of the fees will be added to the ACED website.

The Delegation team has visited five of the six non-ACED member municipalities and will receive a decision from each in the near future. A verbal report was given by a member of the delegation.

The Director advised the Board that he has been contacted by an organization which would like ACED to explore an “Algonquin West Experiences” concept for marketing to potential visitors. The Board discussed this proposal and its potential impact on ACED’s current workplan as well as its momentum with current branding efforts. The Board directed the Director to handle this proposal as he sees fit so long as it does not require significant time and/or resources.

2024 ACED Department Draft Work Plan

The Board reviewed and discussed the ACED 2024 Work Plan and passed a resolution requesting that it be circulated to all partners for review and comment. The plan may be amended during 2024 depending on circumstances.

Roundtable Comments

The Board was advised that the Village of South River has been awarded a \$400,000 grant to renovate the train station, a \$400,000 grant to renovate the arena, \$3,000,000 grant for water lines and a \$150,000 grant to build a walking trail.

The Burk’s Falls Health Team was awarded a \$250,000 primary care permanent grant and the Sundridge & District Medical Team was awarded a \$320,000 primary permanent care grant. There were only four of these grants allocated in the Province. We received these grants because they cover 10 municipalities who support the teams.

The Township of Armour also received two grants for the renovation of the Katrine Community Centre and the construction of a storage building the Watt Farm Century Heritage Centre.

Updates

FedNor

Ron Begin will be away for a few months and he replacement met with ACED staff. FedNor is presently pushing for the year-end.

MND

No new programs at this time, but if anyone wishes to use the programs already in place please contact MND.

Resolutions

1. 2024-04 – Moved by Tim Bryson; Seconded by Justine Leveque;
Be it resolved that the Almaguin Community Economic Development Board approve the January 25, 2024 meeting minutes, as circulated. Carried

2. 2024-05 – Moved by Tim Bryson; Seconded by Sheri Norman;
Be it resolved that the Almaguin Community Economic Development Board have received and reviewed the 2024 ACED Department Work Plan. Furthermore, the Board requests that all members circulate the plan to their respective councils/boards for their review. The Board recognizes that the plan may be amended due to the identification of new shared priorities related to new member on-boarding or other situational factors. Carried

Adjournment

3. 2024-06 – Moved by Justine Leveque; Seconded by Wendy Whitwell;
Be it resolved that the Almaguin Community Economic Development Board adjourn the February 22, 2024, ACED meeting at 7:00 p.m. Carried

The next meeting will be Thursday, March 28, 2024, at 6:00 p.m. If this change, members will be advised.

From: Karlee Britton <DeputyClerk@mckellar.ca>
Sent: Friday, April 12, 2024 3:18 PM
Nancy Field <clerk@ryersontownship.ca>
Subject: DPSMA Spring Meeting

Hello,

Attached, you will find the agenda and registration details for the upcoming **District of Parry Sound Municipal Association Spring 2024 Meeting**. This event, hosted by the Township of Perry, will take place at their stunning new Community Centre!

Date: Friday, May 17, 2024
Time: Registration begins at 8:15 am; the meeting will run from 9:00 am to 3:00/3:30 pm.
Location: Emsdale Community Centre – 25 Joseph Street, Emsdale

We are delighted to announce that the **Minister of Infrastructure, Kinga Surma**, will be joining us for this meeting. The roundtable discussion will be moderated. **Kindly submit your questions to me by Friday, May 3rd**. Please share this opportunity with your staff, including those from Public Works, Treasury, and the Building/Planning Department, and encourage them to pose questions to the Minister as well.

Answers to these questions will be recorded and circulated to the Municipalities. This ensures that staff members who are unable to attend the meeting can still benefit from the information shared.

I will provide a small agenda package for the business portion of the meeting closer to the date. Please forward the agenda package to delegates attending from your Municipality ahead of the meeting.

Thank you,

Karlee Britton
Secretary Treasurer
District of Parry Sound Municipal Association

District of Parry Sound Municipal Association

c/o Township of McKellar, 701 Hwy 124 McKellar, ON P0G 1C0

President: Lynda Carleton **Secretary-Treasurer:** Karlee Britton



Spring 2024 Agenda – 168th Meeting – Friday, May 17, 2024

Hosted by the Township of Perry

Emsdale Community Centre, 25 Joseph St, Emsdale, ON P0A 1J0

- 8:15-9:00** Registration / Coffee sponsored by **R.H.H. Engineering**, *Engineering Firm for the construction of the new Emsdale Community Centre.*
- 9:00-9:30** Opening Remarks by Mayor Norm Hofstetter, Township of Perry
Introduction of the Head Table
Greetings from MP Parry-Sound Muskoka, **Scott Aitchison** (*invited, to be confirmed*)
FONOM Update presented by **FONOM President, Danny Whalen**
- 9:30-9:50** **How does Section 32 of the Occupational Health & Safety Act effect you as a Member of Council!?** Presented by Jeff Pajot, H&S Consultant with Public Services Health & Safety Association (PSHSA)
- 9:50-10:30** **Navigation in Waterways, who is Responsible? DFO or Municipalities?** presented by Jacob Barkley, Department of Fisheries and Oceans Canada (DFO)
- 10:30-10:45** Coffee break sponsored by **Russell Christie LLP**
- 10:45-11:15** **Municipal Staff Retention & Succession Planning** presented by Jane Parr, OMHRA Education Committee Chair & Director of Human Resources for Simcoe County, Ontario Municipal Human Resources Association (OMHRA)
- 11:15-11:30** **Did you say Grant Money!?** **Current Grants for District of Parry Sound Municipalities** presented by Michael Grach, Senior Director of Business Development with Grant Match
- 11:30-12:00** **Community Paramedicine Program**, presented by Tom Smith, EMS Supervisor of Community Paramedicine District of Parry Sound
- 12:00-1:00** Lunch – Carved Roast Beef dinner "AAA Inside Round" with mixed vegetables, Yorkshire pudding, gravy, horse radish sauce and mashed potatoes by **Tanners Inn & Dining**, with garden salad and Boston Cream Cake for dessert
- 1:00-2:30** Remarks from **Graydon Smith**, MPP Parry Sound-Muskoka
Remarks from **Minister of Infrastructure, the Honourable Kinga Surma**
Roundtable Discussion with Minister Surma and MPP Graydon Smith, *moderated by DPSMA President, Lynda Carleton*
- 2:30** **Resolutions / Business Meeting**
- Adoption of the Minutes of the Fall 2023 Meeting
 - Minutes of the December 13, 2023 Executive Meeting
 - Treasurer's Report August 1, 2023 to December 31, 2023
 - Honourarium and Administrative Fee Review
 - Township of Perry Blue Box Transition Resolution
- Draw for Mystery Door Prize: Must be present to claim
Host and Date of Next Meeting: Township of the Archipelago - September 27, 2024
Adjournment



Chief Administrative Officer's Report

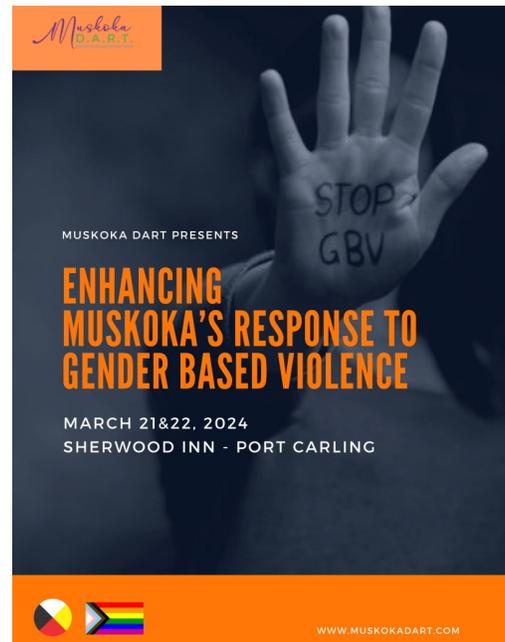
April 2024

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Enhancing Muskoka's Response to Gender Based Violence: Conference 2024

On March 21 & 22, I attended the 2024 conference hosted by Muskoka D.A.R.T (Domestic Abuse Review Team) along with our Director of Women's Services and several members of the Esprit Place and Income Support & Stability teams. One highlight of this event was an impassioned presentation from the White Ribbon Campaign about the importance of engaging men and boys as allies in promoting gender equality and healthy masculinity. It was also a great opportunity to engage with other social service agencies from across our region.



2024 Ontario Budget

On March 27, Finance Minister Peter Bethlenfalvy delivered the 2024 Ontario Budget. Of note:

- The government has said it will invest an additional \$152 million over the next three years to support individuals facing unstable housing conditions and dealing with mental health and addictions challenges. This money can be used to provide rent supplements and maintain dedicated supportive housing.
- No new funding is being provided for the Ontario Disability Support Program (ODSP) or the Ontario Works (OW) program.
- This budget provides an additional \$13.5 million over three years to enhance initiatives that support women, children, youth and others who are at increased risk of violence or exploitation

Full budget: [2024 Ontario Budget: Building a Better Ontario](#)

Summary: [2024 Ontario Budget | In Brief](#)

MPP Graydon Smith meeting

On April 4, 2024, we welcomed Graydon Smith, MPP for Parry Sound Muskoka, into the DSSAB office in Parry Sound to provide current updates on our programs and services. Through these regular discussions, our goal is to keep our local provincial representatives informed about our successes and the challenges we face throughout the District of Parry Sound.

Ontario Minimum Wage

On March 28, 2024, the Ontario government announced it would be increasing the minimum wage from \$16.55 per hour to \$17.20, effective October 1, 2024, which is a 3.9 per cent annualized wage increase based on the Ontario Consumer Price Index (CPI).

Human Resources Update

The Human Resources department had a very busy first quarter. Recruitment continues, and we have been successful in staffing most programs. On March 1st, we successfully made the switch to Manulife for our benefits plan.

Our focus this spring for staff training is the second workshop in our commitment to enhancing indigenous training for all staff. Building on the Foundations of Cultural Competency workshop completed in 2023, this mandatory one-day workshop will focus on what it means to be an ally and how we can work towards being an ally to Indigenous people. Facilitator Kelly Brownbill has conducted countless cultural awareness training sessions across a broad range of service sectors and believes that enhanced knowledge is the key to successful Aboriginal and non-Aboriginal relationships, whether it be employee/employer relations. or in collaborating with Aboriginal communities and organizations.

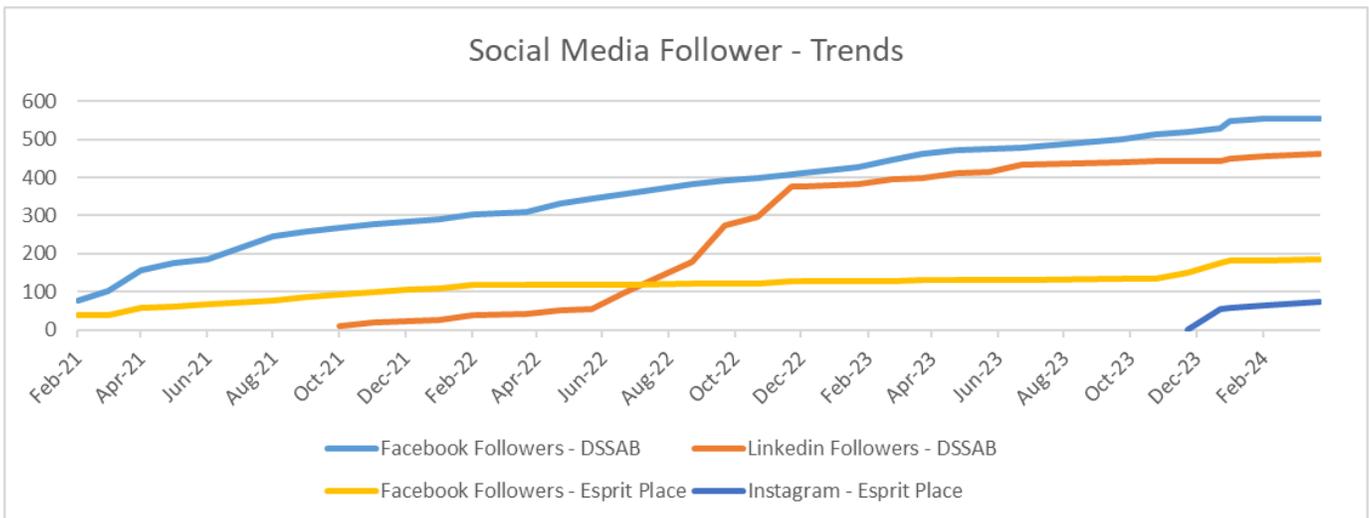
Of interest in the legal landscape, on March 21, 2024, Ontario’s Bill 149 Working for Workers Four Act 2023, received Royal Assent. Bill 149 amends several employment-related statutes including the Employment Standards Act, 2000 (ESA) and the Workplace Safety and Insurance Act, 1997 (WSIA). We will be completing a thorough review of the Bill, but upon first reading, there are no major changes that will affect our operations at the DSSAB.

Facebook Pages



A friendly reminder to follow our Social Media Pages

- ◆ [FACEBOOK - District of Parry Sound Social Services Administration Board](#)
- ◆ [FACEBOOK - Esprit Place Family Resource Centre](#)
- ◆ [FACEBOOK—EarlyON Child and Family Centres in the District of Parry Sound](#)
- ◆ [LINKEDIN—District of Parry Sound Social Services Administration Board](#)
- ◆ [INSTAGRAM—Esprit Place Family Resource Centre](#)



Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	513	521	530	547	556	556
Post Reach this Period (# of people who saw post)	2,667	4,324	2,441	5,647	4,003	3324
Post Engagement this Period (# of reactions, comments, shares)	287	305	289	724	392	413

Esprit Place Family Resource Centre	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	133	151	175	181	183	186
Post Reach this Period (# of people who saw post)	92	5,743	1,610	283	214	241
Post Engagement this Period (# of reactions, comments, shares)	16	624	292	14	3	127

DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	444	444	444	450	456	462
Search Appearances (in last 7 days)	49	52	25	20	69	68
Total Page Views	49	48	30	47	40	54
Post Impressions	1,036	570	368	815	575	697
Total Unique Visitors	22	18	16	15	21	25

NEW! Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	0	55	59	64	74
# of posts	0	18	19	21	23

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District February 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	1	2	0	2	18	24
Toddler (18-30M)	12	7	15	21	24	79
Preschool (30M-4Y)	17	13	20	32	52	135
# of Active Children	30	22	35	55	96	238

Staffing continues to be a struggle, with many opportunities for staff to move locations and programs as vacancies have become available. We are seeing a positive trend in the number of qualified applicants being received, and a slight increase in the casual staff roster. The programs are enjoying the warmer weather this past month, spending more time with the children outside exploring their environments. The child care centres are in the process of training more staff in the Seeds of Empathy program and will continue to offer the empathy-based learning opportunities to the preschool-aged children through adult-led visits with an infant from their community. The Home Child Care Program (HCCP) was able to open a new home in the town of Sundridge in January and a second new home in Novar could be open by the end of April. The HCCP staff have received an increase in the number of serious inquiries for potential providers, however, with the Ministry of Education's Directed Growth Strategy now in effect, these enquiries have been placed on a waiting list in the event an opportunity to open a home in the future becomes available.

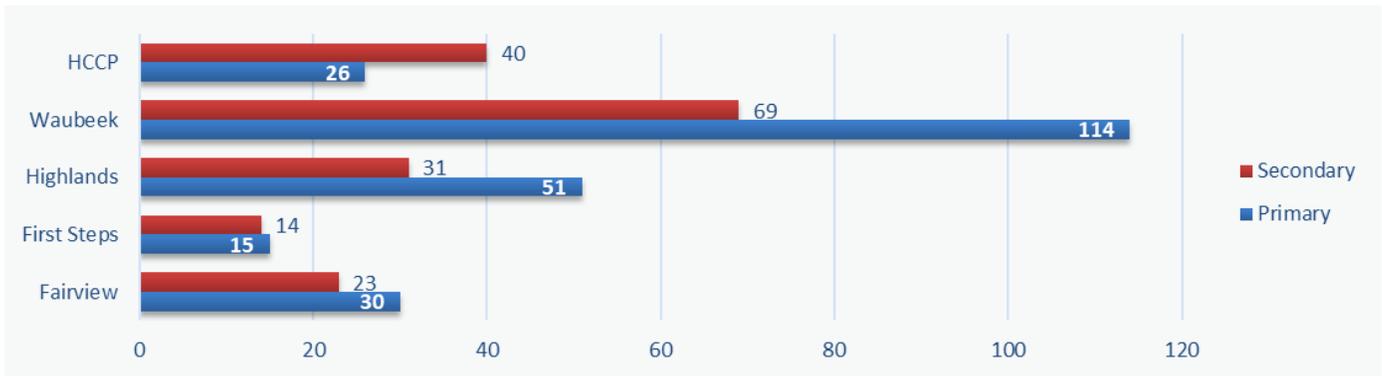
School Age Programs

February 2024

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	7	7
Mapleridge Before School	10	0	0
Mapleridge Summer Program	N/A	13	0
Sundridge Centennial After School	12	7	1
Home Child Care	32	2	2
# of Active Children	86	22	6

The Mapleridge Summer Program will be offered again this July and August with 13 spaces being filled by 4-6-year-olds, with 9 children currently enrolled. The Mapleridge & Sundridge School Age programs are operating at capacity. All district school boards have distributed the 2024-2025 School Age Program needs survey and we will continue to work with them to ensure that both current programs are viable.

**Directly Operated Child Care Waitlist by Program
February 2024**



The blue bar indicates the current number of children currently needing care that cannot be accommodated. The red bar shows the number of children that will be needing care in future months.

All program supervisors have updated the program waitlists, removing families that no longer required care in preparation for a centralized district-wide wait list program. Currently, there are 236 non-unique children listed on the Directly Operated Child Care Programs waiting lists and 178 non-unique children to be in need of care for 2025-2026. Families are starting to call program supervisors looking for Before and/or After School care in the fall of 2024 with 22 children on the immediate waitlist.

**Inclusion Support Services
February 2024**

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	1	1	1	0
Toddler (18-30M)	6	6	8	8	2	1	0
Preschool (30M-4Y)	6	31	37	37	3	1	0
School Age (4Y+)	4	20	24	22	0	1	1
Monthly Total	10	56	66	-	6	4	1
YTD Total	10	56	-	68	13	5	2

The ISS Resource Consultants are currently supporting 3 newcomer children from India and the Ukraine as they transition to the licensed child care programs. The program is in the process of expanding services to include Indigenous-led Child and Family settings and are making active connections through joint planning with the Indigenous partners, which will include Resource Consultant support for children in their communities.

EarlyON Child and Family Programs February 2024

Activity	February 2024	YTD
Number of Children Attending	1028	1909
Number of New Children Attending	42	65
Number of Adults Attending	690	1276
Number of Virtual Programming Events	12	22
Number of Engagements through Social Media	413	1130
Number of Views through Social Media	10544	30451

In February, the EarlyON Virtual Program staff started to offer wellness checks, upon request, using the virtual platform. These checks provide isolated families the opportunity to speak with an EarlyON facilitator and receive individualized support and resources on a variety of topics including child development, community services, and other topics of interest (ie. toileting, feeding and nutrition, socialization, behaviour challenges, etc). A Family Fun Night was held at the Sound Community Hub with over 60 people in attendance, and staff are currently collaborating with the Town of Parry Sound to host a family Earth Day event. We are happy to share that, in February, a program staff member was able to start visiting EarlyON locations across the district to offer French programming and we are receiving very positive feedback regarding this initiative.

Child Care Service Management Update

As we move into 2024, we are working to find quality professional development opportunities for educators and providers in our district. As workforce funding has now concluded, the focus for professional development will be around providing training opportunities that will benefit the whole sector, rather than individual educators & providers. Along with training opportunities, educators and providers now have access to the expansive Padlet resource lending library. The library contains resources and early learning kits to support and assist educators both personally and professionally.

As we continue to navigate CWELLC funding we are also learning new billing and attendance processes for child care. These new processes have led to some barriers and challenges and have brought forward new questions and conversations from operators and families. We are continuing to work through these challenges to keep families and operators informed. Maintaining ongoing communication is the priority moving forward.

In March, the quality assurance supervisor and program support worker visited the Great Beginnings program to do a short presentation on finding child care in the district of Parry Sound. Present during the workshop were 28 new moms and their babies. The feedback from the session was focused on the ongoing struggles of finding child care in our area. The group wanted to learn more about what child care options are available in our district and how best to find quality care.

Funding Sources for District Wide Childcare Spaces February 2024

Active	# of Children	# of Families
CWELCC*	82	79
CWELCC Full Fee	206	202
Extended Day Fee Subsidy	1	1
Fee Subsidy	40	27
Full Fee	23	21
Ontario Works	5	4
Total	357	334

Exits	# of Children	# of Families
Extended Day Fee Subsidy	2	2
Total	2	2

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - New	# of Children	# of Families
CWELCC	1	1
CWELCC Full Fee	1	1
Fee Subsidy	1	1
Ontario Works	1	1
Total	11	11

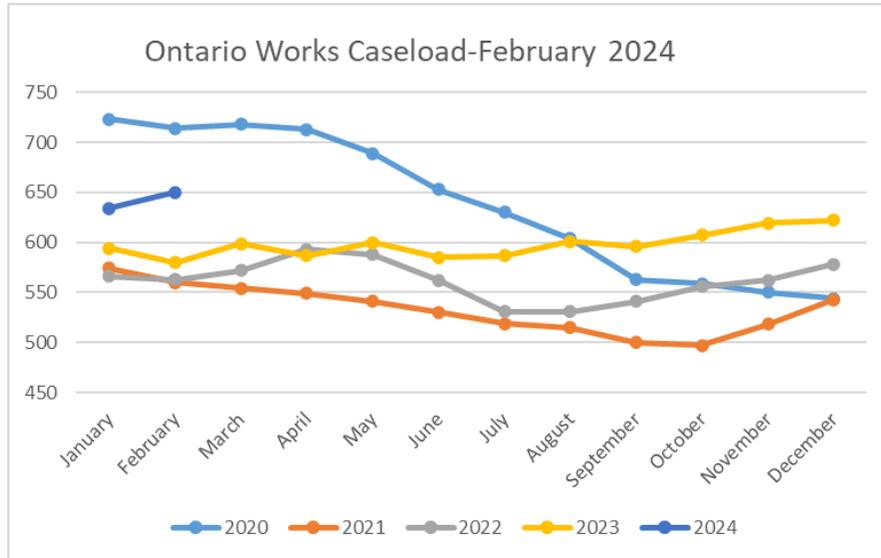
Income Support & Stability Divisional Update

Bridges Out of Poverty/Transformational Case Management Training – In preparation for Employment Services Transformation, we submitted a one-time funding request to MCCSS (which was approved) in late 2023 to secure a new training opportunity offered through the City of Peterborough Ontario Works in conjunction with Aha Training. This training would support the agency as a whole, and the income support and stability team, in preparing for Employment Services Transformation (EST) with a common language. This training program utilizes the Bridges Out of Poverty foundation, framework, and coaching skills. The training is divided into 4 parts. It aims to provide staff with a deeper understanding of poverty dynamics and equip them with tools to better support clients from impoverished backgrounds. We have chosen to make this training available to all staff to further support integration and help us speak a common language. By adopting this approach agency-wide, we strive to enhance our effectiveness in serving marginalized communities and promote sustainable pathways out of poverty. We also invited our community partners to attend the Bridges Out of Poverty sessions and had attendance from 14 participants from partners such as CMHA, Employment North and Almaguin Adult Learning Centre.

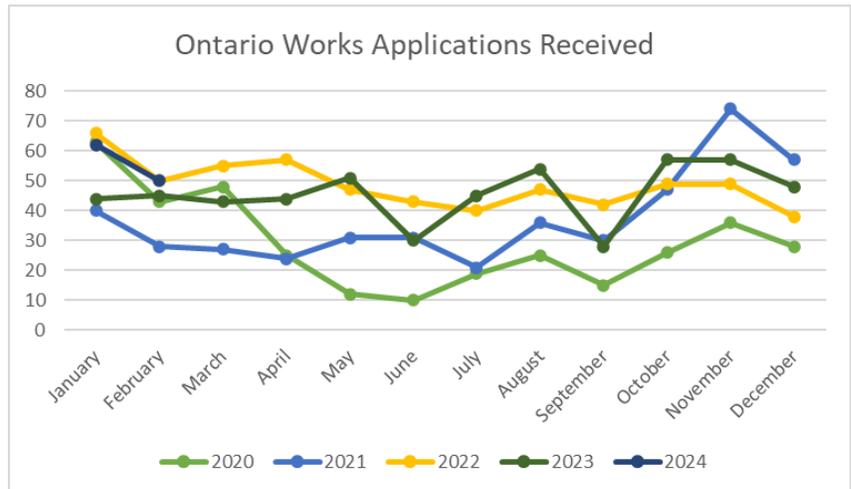
The four parts of the training program are 1. Bridges out of Poverty – Individual Lens, 2. Bringing your Best Self to Human Services, 3. Coaching for Life Stabilization, 4. Creating a Person-Centered Workplace Culture. These sessions began in February and will conclude in September.

Additionally, as the nature and scope of our work continues to shift towards life stabilization and coordinating person-centred supports, we continue to train new and ongoing staff with other foundational training such as Trauma Informed Care and Trauma Informed Care Leadership. Provided to our staff in late 2022 (along with Motivational Interviewing), Trauma Informed Care was attended by our new hires in February and facilitated by the Ontario Municipal Social Services Association (OMSSA). Trauma Informed Care Leadership was run in March and facilitated by OMSSA. The importance of these foundational concepts builds and renews the staffs understanding of trauma, and its impacts, so that staff can provide more effective and empathetic supports. It will assist in preventing re-traumatization, and it allows for an enhanced collaboration when working with those individuals who have experienced trauma. Staff will be able to recognize trauma and refer to appropriate supports and community partners. These trainings will also reduce employee burnout while offering professional development. Trauma Informed Care Leadership sets the foundation for a workplace that plays a role in fostering trauma informed culture, modeling empathy, prioritizing staff well being and allocating resources for training and other supportive initiatives.

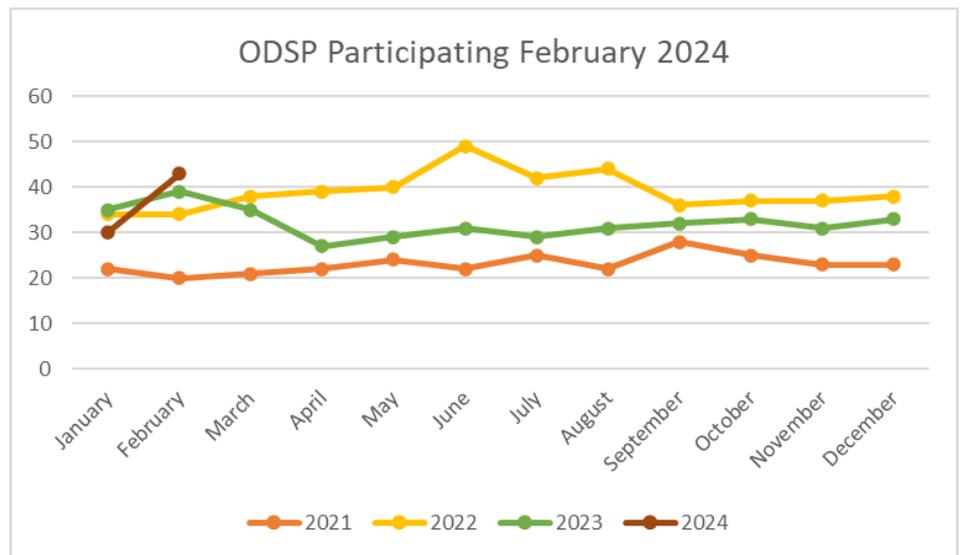
Mental Health First Aid - On February 22nd, Income Support and Stability staff from across the district joined up with Employment North for a full day of virtual training on Mental Health First Aid. This training aligns and supports our shift towards life stabilization case management with Ontario Works and Housing Stability clients. Staff learned how to identify signs of mental illness, offer initial support, and guide individuals towards appropriate professional help. The training also covered a variety of mental health disorders, crisis intervention techniques and self care strategies. The hope is that it will equip staff to better support those experiencing mental health difficulties and contribute to reducing the stigma that a large majority of our Ontario Works & Housing Stability clients must deal with.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received

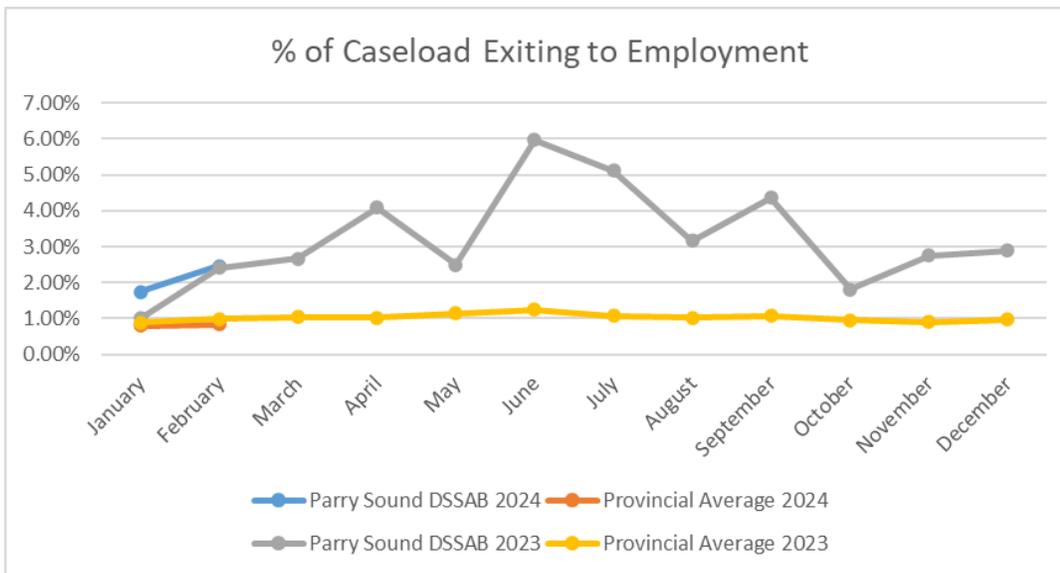
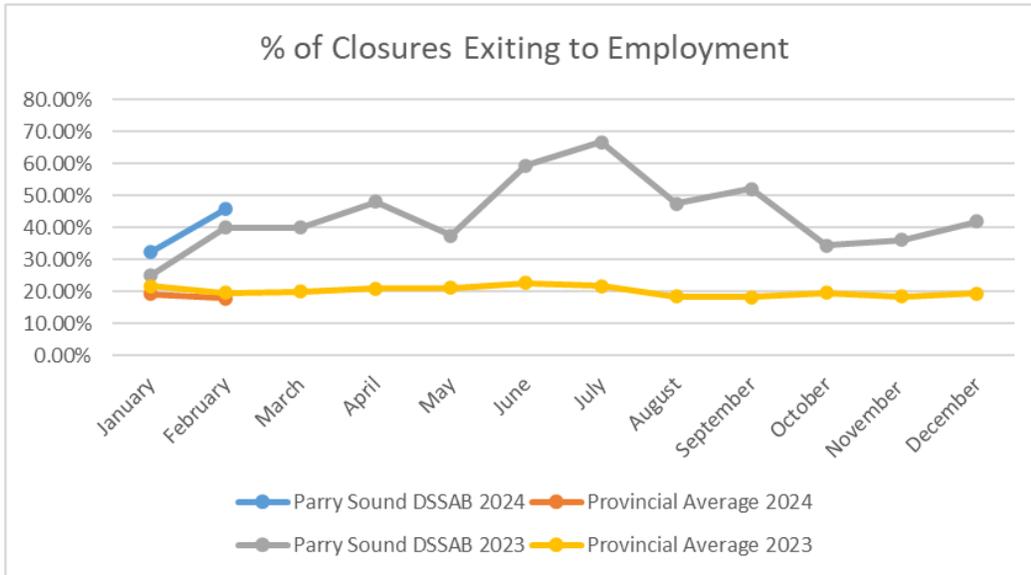


ODSP Participants in Ontario Works Employment Assistance



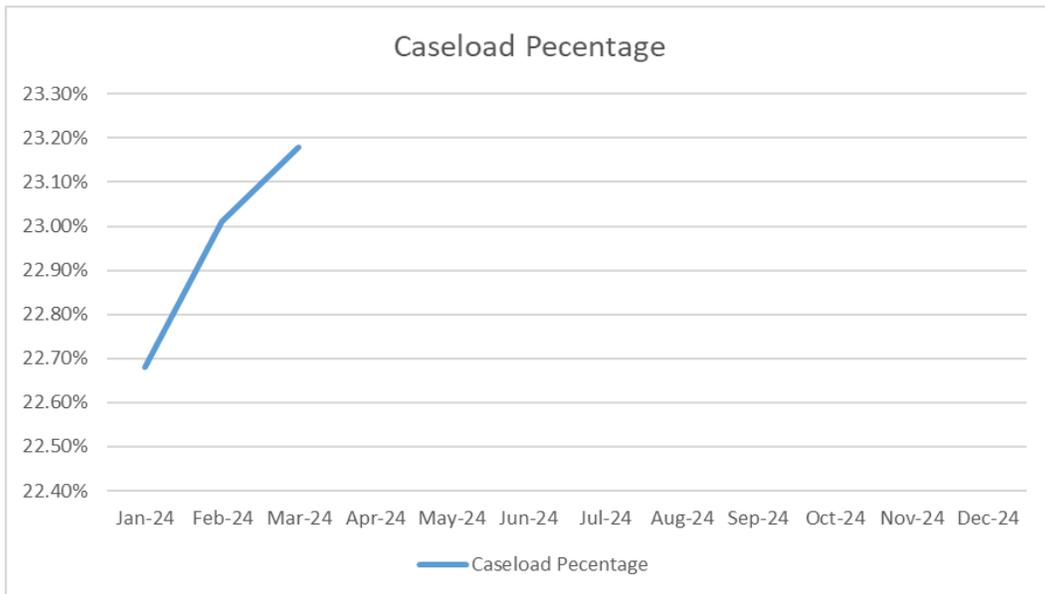
The OW Caseload as of the end of February is **650**. We are supporting **43** ODSP participants in our Employment Assistance program. We also have **54** Temporary Care Assistance cases. Intake was steady month over month. We had **50** Ontario Works Applications (33 of those online through SADA) in the month of February.

Employment Assistance & Performance Outcomes

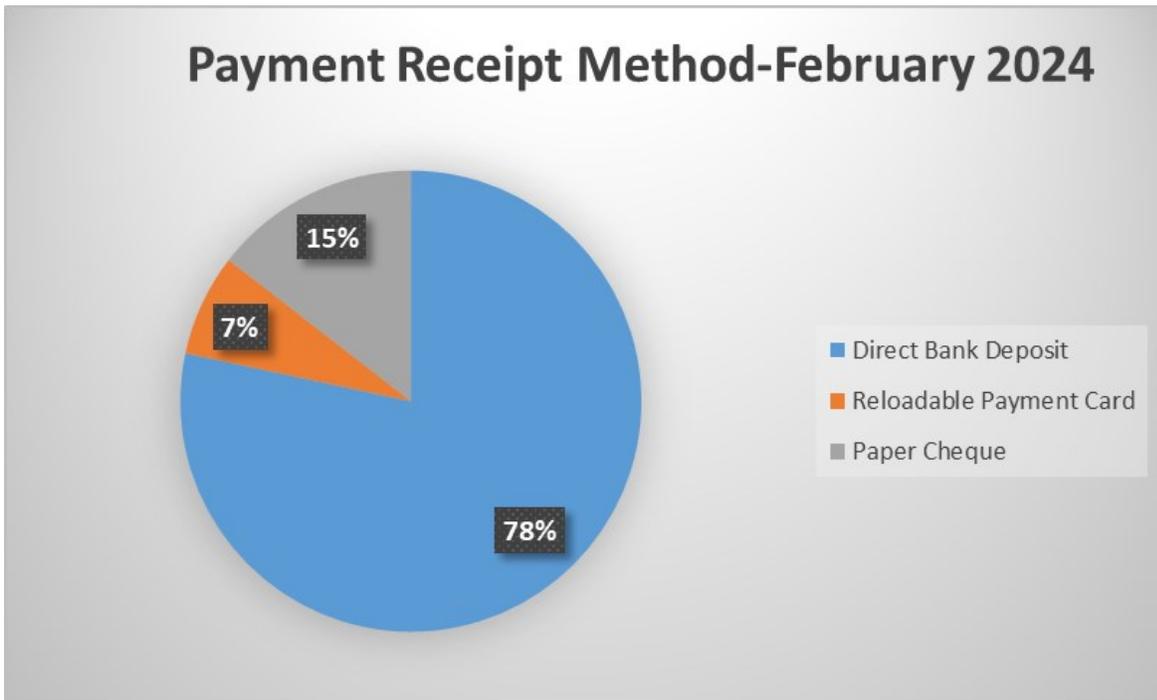


Our Employment Outcomes performance remains strong as we continue to trend above our 2023 performance and well beyond the provincial average. Additionally, 5.4% of the caseload exited the program.

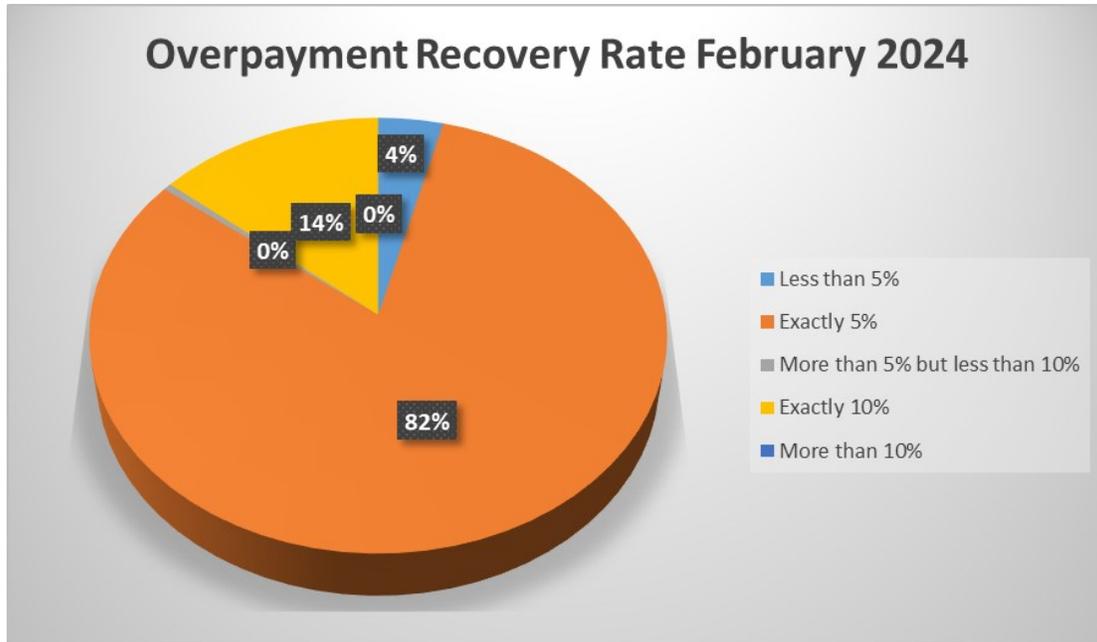
MyBenefits Enrollment 2024



DBD Enrollment



Overpayment Recovery Rate



Ontario Works Update

The Employment Placement Program, in collaboration with Employment North, was renewed for another year. This year the program will allow for 6 new clients and placements.

The goal of this initiative is to entice employers by offering incentives for hiring these individuals. This not only benefits the clients by providing employment opportunities, but also helps strengthen the local workforce.

Participant Record Management is a new Ministry led initiative which went live on February 26th. Income Support & Stability worked on establishing new processes and policies to align with the ministries expectations. This initiative aims to streamline the data entry of new records in SAMS to reduce duplications and confusion when issuing payments.

NOSDA OW Directors Meeting The Director of Income Support & Stability, along with the other Northern Ontario Service Deliverers Association (NOSDA) Ontario Works Administrators, attended an Employment Services Transformation information session with Ministry of Children, Community and Social Services (MCCSS) in anticipation of our onboarding to the new model as part of Phase 3 SSM selection.

Partnership with Elizabeth Fry of Simcoe/Muskoka To continue to support our Under 18 Ontario Works participants, we have renewed our service agreement with the Elizabeth Fry Society of Simcoe/Muskoka to provide trustee support to those participants, as required by the Ontario Works Act.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active within the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

February 2024 Income Source	East	West
Senior	12	14
ODSP	11	26
Ontario Works	5	15
Low Income	23	33

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

February 2024 Income Source	East	West
Senior	13	18
ODSP	4	14
Ontario Works	8	15
Low Income	9	54

Contact/Referrals

February 2024	East	West	YTD
Homeless	1	4	8
At Risk	1	7	13
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	0		3
Program Total	21		

Short Term Housing Allowance

	Active	YTD
February 2024	3	3

Housing Stability: Household Income Sources and Issuance from HPP:

February 2024 Income Source	Total	HPP
Senior	5	\$1,227.00
ODSP	2	\$59.00
Ontario Works	3	\$1,429.00
Low Income	1	\$1,075.80

February 2024 Reason for Issue	Total
Rental Arrears	\$5,275.00
Utilities/Firewood	\$732.19
Transportation	\$
Food/Household/Misc	\$6,494.69
Emergency Housing	\$
Total	\$12,501.88

Ontario Works: Household Income Sources and Issuance from HPP

February 2024 Income Source	Total	HPP
ODSP	8	\$8,438.69
Ontario Works	5	\$4,063.19

February 2024 Reason for Issue	Total
Rental Arrears	\$5,275.00
Utilities/Firewood	\$732.19
Food/Household/Misc.	\$6,494.69
Total	\$12,501.88

By-Name List Data

September 1, 2021– February 29, 2024



Housing Stability Update

Encampment Tracking – In response to the need for a more effective management of homeless encampments in our district, our organization has developed and implemented a new approach for tracking within our own internal system called FIIT. This method aims to track the homeless population in conjunction with our By Name List. This new tracking system will enhance our ability to provide targeted support and resources to those in need. The benefits will have real time updates and data integration with our collaborative platform that can be viewed by anyone in the agency that has access to our program.

Northern Cohort CAEH – The Canadian Alliance to End Homelessness (CAEH) established a working group that focuses on housing and homelessness solutions in Northern Ontario. This group is facilitated by CAEH and acknowledges the region's unique needs and demographics. Income Support supervisors attend these meetings quarterly with the intention of building relationships with other members of the cohort. The group aims to strategize and implement tailored solutions to effectively address homelessness in the area. By bringing together representatives from the other northern District Social Services Boards (DSSAB's) and Consolidated Municipal Service Managers (CMSM's), the group seeks to coordinate efforts and leverage resources to provide comprehensive support to individuals experiencing homelessness in Northern Ontario. The goal of this group is to share ideas, leverage expertise and bring awareness to the challenges faced to the northern Ontario population and human services workers.

Income Tax Clinics- A free income tax clinic was held at our office in Parry Sound on March 12th. This clinic was able to support over 45 individuals with their personal tax needs. Many social assistance recipients are eligible for various tax credits and benefits such as Canada Child Benefit, GST, Trillium, Climate Action Incentive, one time housing top up to the Canada Housing Benefit and many more. By assisting recipients in filing their taxes accurately and claiming all available credits, it empowers individuals to better manage their finances and help alleviate financial stress. Many recipients that access low-income housing are required to file their taxes. This clinic allows for seamless annual rental reviews, ensuring their rent is not impacted for failing to complete the reviews. This clinic was a huge success thanks to frontline staff and Sudbury Credit Counseling.

Housing Programs

Social Housing Centralized Waitlist Report February 2024

	East Parry Sound	West Parry Sound	Total
Seniors	47	132	179
Families	124	431	555
Individuals	493	197	690
Total	664	760	1424
Total Waitlist Unduplicated			459

Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison Applications and Households Housing from the CWL

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar					
Apr	11		17	6		Apr					
May	13	2	9	2		May					
June	9	1	2	1		June					
July	5	1	5	1		July					
Aug	14	1	3	1		Aug					
Sept	12		4			Sept					
Oct	8	1	1	4	2	Oct					
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	8		13	2	

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs has been busy in the first quarter of 2024 working on a centralized waitlist update. We are working through each file to ensure that all information is accurate and those on our list remain eligible. Updated forms were due back at the end of February, however, we have received just over 100 of the nearly 400 updates we sent out, so there is more work to come in contacting applicants to update their files. In February, we saw 5 new applications, and 11 cancelled, with one due to being housed. The other files were cancelled at the applicant's request, or we were informed they had passed away.

The Ministry of Municipal Affairs and Housing recently sent out a Social Housing Notification regarding Special Priority and Rent Geared to Income assistance. They have released a guide that is intended to support both Service Managers who administer the policy, and service providers who work with survivors of abuse and trafficking. The guide includes information on the following:

- Special Priority Policy rules and related RGI assistance rules
- Supports and services for survivors, and
- Training opportunities for Service Managers and service providers

The ministry has also released a webpage on Ontario.ca for survivors of abuse and trafficking, the public, and service providers who work with survivors. The webpage includes general information on the Special Priority policy, RGI assistance and how to apply. The webpage can be found by following this link: [Priority access to housing for survivors of abuse and trafficking | ontario.ca](#)

We have seen an increase in Special Priority applications since COVID. From 2020 into the first quarter of 2024, we have received over 60 applications to the special priority program. Of those, 38 applications were complete, and 23 were approved. Of those approved, 22 were domestic violence incidents, and 1 was human trafficking. We have seen 14 of those applicants housed. These numbers speak to the increase we have seen in domestic violence, as well as the state of the housing crisis we are experiencing.

Our department recently received and approved an application to our Additional Units Program. The funding comes in the form of a forgivable loan and allows for the creation of an affordable unit within the homeowners' main place of residence, or property. The rent for the additional unit must remain 20% below the average market rent for the area and must maintain affordability for a period of 15 years. Potential tenants for the additional unit are screened by Housing Programs to ensure that they meet the eligibility criteria for affordable housing. This program is a great resource for the residents of the District of Parry Sound to access to provide more affordable housing options for their loved ones, friends, and community members.

Housing Programs has also continued to receive and approve Ontario Renovates Accessibility Grants. These grants provide funding to homeowners to complete renovations that increase the safety and accessibility of their home, allowing them to remain in their homes as they age. In 2023, and the first quarter of 2024, we approved 6 grants, and provided almost \$30,000 in funding. Most requests are for wheelchair ramps, but also for accessible showers and tubs, grab bars, and widened doorways.

Parry Sound District Housing Corporation
February 2024

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	7
Move in	2	4
L1/L2 forms	1	1
N4 - notice of eviction for non payment of rent	1	1
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	2
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	5	28 (19 carried from 2023)
No Trespass Order	0	3
Tenant Home Visits	11	37
Mediation/Negotiation/Referrals	20	42
Tenant Engagements/Education	0	2

Tenant Services Update

During the first quarter of 2024, Tenant Services has been very busy with the tenant and maintenance software update. We continue to work closely with the Finance Department in efforts to streamline rent charges, payments, and tenant ledgers to mitigate rental arrears. Also, with new modules of YARDI being implemented, Tenant Services is preparing to support tenants with obtaining email addresses, setting up accounts for the upcoming launch of the new Tenant Portal. This Portal will allow the tenant to pay rent, make maintenance requests, and view their payment history. This is a large project, therefore will take a while to roll out fully, but we are excited to share this with our tenants.

We look forward to building our team to help accommodate some additional tasks related to the above changes, and other initiatives including coordinating educational opportunities for tenants.

Over the spring and summer months Tenant Services will be offering educational opportunities to tenants, with a focus on our family units . For many families, the dynamics of the household has changed significantly since they originally moved in, and they are in need of support to restore a healthy understanding of Rent Geared to Income (RGI) intentions and purpose. There is also a need to work on strengthening their relationships with the Community Relations Workers so that they can access assistance with paperwork or navigating other programs and community services.

Property Maintenance February 2024

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 14 units have been treated
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	3	one-bedroom market units available
After Hours Calls	10	After hours for February: Wellness check, Reliance requiring access, Fire Supervisory, signal trouble, reset required. On call contracted to outside service provider.
Work Orders	42	Work orders were created for maintenance work and related materials for the month of February
Fire Inspections		In the month of February, annual inspections were done for 1 apartment building

Maintenance Quarterly report February 2024

Staff attended the Bridges Out of Poverty and Bringing Your Best Self to Human Service Delivery. Both training opportunities were relevant to the services delivered by the Housing Operations Department.

The Maintenance Program was busy within the month of March initiating annual inspections of all units within the Parry Sound District Housing portfolio.

Capital Projects February 2024

Duplex Project: Deficiency walk through was done in January, with minimal deficiencies. Final Occupancy signed off in March.

Esprit Renovation Project: Finalizing drawings, tender review and final tender posted in March.

Window Replacement Project: 5 storey building in Parry Sound; Tender posted to the public in March.

Underground water pipe leak investigations occurred; development of remedial plan in place; work to be carried out in April 2024.

Asbestos abatement, and mould remediation carried out within family homes, resulted in one family temporary displacement.

Drain repair for a childcare center.

Esprit Place Family Resource Centre February 2024

Emergency Shelter Services	February 2024	YTD
Number of women who stayed in shelter this month	8	14
Number of children who stayed in the shelter this month	1	3
Number of hours of direct service to women (shelter and counselling)	291	568
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	33%	49%
Resident bed nights (women & children)	95	294
Phone interactions (crisis/support)	20	37

Transitional Support	February 2024	YTD
Number of women served this month	1	1
Number of NEW women registered in the program	1	1
Number of public ed/groups offered	0	0

Child Witness Program	February 2024	YTD
Number of children/women served this month	2	2
Number of NEW clients (mothers and children) registered in the program	1	1
Number of public ed/groups offered	0	0

Esprit Place Family Resource Centre Update

Esprit Place experienced a bit of a slowdown in admissions to the shelter during the early part of this year. This has provided a much-needed reprieve for Esprit Place staff and has allowed them to focus on supporting current shelter clients, shelter upkeep, policy development and review, and ongoing training and professional development. Outreach clients, crisis calls, and connection with community partners have continued to be busy during this period.

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, April 18 2024 at 6:00 p.m.
Township of Strong Office

The Zoom Link to attend the virtual meeting is available on the website;
<https://calendar.strongtownship.com/meetings>

Present: Burk's Falls – John Wilson (in person)
Joly – Budd Brown (in person)
Machar – Absent
Ryerson – Glenn Miller (in person)
South River – Robert Brooks (virtual)
Strong – Tim Bryson (in person)
Sundridge – Justine Leveque (in person)

Absent: Machar – Neil Scarlett

Staff Present: CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

Guests: No guests attended.

1. Call to Order

The Joint Building Committee meeting was called to order at 6:01 pm by the Chair Budd Brown.

2. Declaration of Pecuniary Interest

No pecuniary interest was declared by JBC members.

3. Approval of Agenda

Resolution # 2024-025

Moved by: Glenn Miller

Seconded by: Tim Bryson

Be it resolved that this committee does hereby approve the agenda of the regular meeting for April 18, 2024 as presented. **Carried**

4. Delegation

No requests were submitted.

5. Adoption of Minutes

5.1 Resolution # 2024-026

5.2 Moved by: Justine Leveque

Seconded by: Robert Brooks

Be it resolved that this committee does hereby adopt the minutes of March 21, 2024 regular meeting, as circulated; and the minutes of April 4, 2024 special meeting as circulated.

Carried

6. Approval of Financials

6.1 Resolution # 2024-027

Moved by: John Wilson

Seconded by: Robert Brooks

Be it resolved that this committee does hereby approve the following expenses of;

- March 2024 \$31,060.75

and accepts the Financial Report for March 2024.

Carried

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, April 18 2024 at 6:00 p.m.
Township of Strong Office

7. Items of Discussion

7.1 Staff Reports re: timeline submission:

The committee discussed the importance of staff reports and decided on major items or upon request of the committee, a staff report will be required to be included with the agenda package circulation. However, minor updates can be communicated verbally at the meetings.

7.2 GIC Investment

A brief discussion was conducted to consider investment strategies.

Resolution # 2024-028

Moved by: John Wilson

Seconded by: Robert Brooks

Be it resolved that this committee does hereby direct Strong Treasurer to invest \$100,000.00 for 1 year term & \$100,000.00 for a 2 year term at his discretion into a fixed GIC. **Carried**

7.3 Vehicle Tender

Tenders were opened by Administrators as indicated in the tender and logged for the CBO and committee member's review.

Resolution # 2024-029

Moved by: John Wilson

Seconded by: Justien Leveque

Be it resolved that his committee does hereby make a motion to amend resolution 2024-020 as follows:

Be it resolved that this committee does hereby transfer the 2020 Chevrolet Silverado 1500 WT, as per Strong's Procurement Policy section 15.1 to the Strong, South River, Joly & Burk's Falls By-law Enforcement Department upon payment amount of \$28,000.00 as is, not including winter tires. **Carried**

Resolution # 2024-030

Moved by: Glenn Miller

Seconded by: Tim Bryson

Be it resolved that this committee does hereby accept the tender from Bray Motors Ltd. in the amount of \$54,248.00 plus HST, which has been included in the 2024 budget. Provided delivery can be within 7 calendar days. **Carried**

8. Staff Reports

8.1 Brian Dumas, CBO

The CBO gave a verbal report updating the committee members on the new website, e-permitting and e-transfer payment option.

It was communicated to the CBO that in January 2025 the Ontario Building Code will have extensive changes. The CBO is hoping courses will be offered to make the transition seamless. The Building Inspector is on a training course for the week and is continuing to progress and advance through courses needed.

The CBO requested the committee's position on staff attending member municipalities Council meetings. The Village of Sundridge has extended an invitation to attend their Council meeting on an agreed date.

Resolution # 2024-031

Moved by: Glenn Miller

Seconded by: John Wilson

Be it resolved that this committee does hereby authorize our CBO to attend one Sundridge

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, April 18 2024 at 6:00 p.m.

Township of Strong Office

Council meeting. Provided questions are pre-submitted 3 days prior to meeting day.

Carried

9. Correspondence

No items were submitted.

10. Closed Session

No items were required.

11. Adjournment

Resolution # 2024-032

Moved by: Tim Bryson

Seconded by: Justine Leveque

Be it resolved that this committee does hereby adjourn at 7:14 pm to meet again on September 19, 2024 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Secretary

Budd Brown, Chair

Draft